



**REGULAR MEETING**  
of the  
**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS**  
a Public Agency  
**Tuesday, June 1, 2021**  
**8:30 AM**  
**VIA TELECONFERENCE**

**IMPORTANT NOTICE REGARDING THIS BOARD MEETING:**

This virtual meeting is being conducted utilizing teleconferencing and electronic means pursuant to State of California Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020, regarding the COVID-19 pandemic. The public may only view a livestream of the meeting online at: <http://tinyurl.com/sbmtdyoutube>

**Public Participation**

To make a general public comment or to comment on a specific agenda item, the following methods are available: Email, Phone, and Zoom webinar.

**All comments will be limited to 3 minutes per speaker.**

**1. Email:**

- Submit public comment to [clerk@sbmtd.gov](mailto:clerk@sbmtd.gov) *before 12 p.m.* on the Monday prior to the Board meeting for advance distribution to the Board of Directors.
- Public comment emails submitted to [clerk@sbmtd.gov](mailto:clerk@sbmtd.gov) *during* the meeting will be recognized *if* the email is received prior to or during the item to be addressed.
- **In ALL emailed Public Comments, please include:**
  - (A) The agenda item(s) to be addressed
  - (B) If you would like your comment read into the record
  - (C) Public Comment text

**2. Phone:** Call the Zoom webinar line 10 minutes prior to the 8:30 a.m. meeting start time:

- Toll-Free Dial-in: **(669) 900-6833**.
  - When prompted, enter Meeting ID **960 9033 4281** and then #.
  - When prompted for a password, dial **869064** and then #.
- When the item you wish to address is announced, dial \*9 to request to comment.

Please mute your phone until called to speak. If you do not have a mute button, you may mute by dialing \*6. You can unmute by pressing the same keys (\*6). When the chair calls for public comment, the clerk will announce you and will unmute your microphone.

**3. Zoom webinar & computer audio:** View the webinar at the following link at 8:30 a.m.:

<https://zoom.us/j/96090334281?pwd=SGIRWnpyNmUyOTE0TzZMN3hUUGVwQT09>

To give public comment via the Zoom webinar, click the "Raise Hand" button only when the item you wish to speak on has begun. When the chair calls for public comment, the clerk will announce you and will unmute your microphone. The public will not be able to share their video or screen.

<b>BOARD OF DIRECTORS MEETING AGENDA</b>
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**BOARD MEMBERS WILL JOIN VIA TELECONFERENCE**

**ITEMS TO BE CONSIDERED:**

**1. CALL TO ORDER**

**2. ROLL CALL OF THE BOARD MEMBERS**

Dave Davis (Chair), David Tabor (Vice Chair), Bill Shelor (Secretary), Chuck McQuary (Director), Paula Perotte (Director), Jen Lemberger (Director).

**3. REPORT REGARDING POSTING OF AGENDA**

**CONSENT CALENDAR**

**4. APPROVAL OF PRIOR MINUTES - (ACTION MAY BE TAKEN)**

The Board of Directors will be asked to approve the draft minutes for the meeting of May 18, 2021.

**5. CASH REPORT - (ACTION MAY BE TAKEN)**

The Board of Directors will be asked to review and approve the Cash Report from the following dates: May 8, 2021, through May 21, 2021.

**THIS CONCLUDES THE CONSENT CALENDAR**

**6. PUBLIC COMMENT**

Members of the public may address the Board of Directors on items within the jurisdiction of the Board that are not scheduled for public hearing. The time allotted per speaker will be at the discretion of the Board Chair. If you wish to address the Board under this item number, see the above instructions on giving remote public comment. Additional public comment will be allowed during each agenda item, including closed session items.

**7. OPERATING & CAPITAL BUDGET FOR FISCAL YEAR 2021-22 - (ATTACHMENT - ACTION MAY BE TAKEN)**

Staff will recommend that the Board adopt the attached draft Operating and Capital Budget for Fiscal Year 2021-22.

**8. SHORT RANGE TRANSIT PLAN CONTRACT RECOMMENDATION - (ATTACHMENT - ACTION MAY BE TAKEN)**

Staff will recommend that the Board authorize a contract award to Stantec Consulting Services (Stantec) to identify the necessary resources and priorities for MTD to continue to provide quality transit services for the five-year planning horizon by developing a Short Range Transit Plan (SRTP) for a firm, fixed fee of \$114,999.

**9. FISCAL YEAR 2020-21 THIRD QUARTER PERFORMANCE REPORTS – (INFORMATIONAL)**

Staff will present Third Quarter Fiscal Year 2020-21 Performance Reports for the nine-month period ending March 31, 2021.

**10. GENERAL MANAGER'S REPORT - (INFORMATIONAL)**

The General Manager will provide an update on district activities.

<b>BOARD OF DIRECTORS MEETING AGENDA</b>
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**11. RECESS TO CLOSED SESSION: REAL PROPERTY NEGOTIATIONS (GOVERNMENT CODE §54956.8) - (ACTION MAY BE TAKEN)**

Property: 4678 Calle Real / 149 North San Antonio Road

Agency Negotiators: General Manager Jerry Estrada; District Outside Counsel, Graham Lyons

Negotiating Parties: Chandler Partners; Con/Am Group

Under Negotiation: Price and terms of payment.

**PUBLIC COMMENT RELATED TO CLOSED SESSION ITEM(S) WILL BE ALLOWED BEFORE THE RECESS**

**12. OTHER BUSINESS AND REPORTS - (INFORMATIONAL)**

The Board will report on other related public transit issues and committee meetings.

**13. ADJOURNMENT**

**AMERICANS WITH DISABILITIES ACT:** If you need special assistance to participate in this meeting, please contact the MTD Administrative Office at 805.963.3364 at least **48 hours in advance** of the meeting to allow time for MTD to attempt a reasonable accommodation.



## BOARD OF DIRECTORS MEETING DRAFT MINUTES

**REGULAR MEETING**  
of the  
**BOARD OF DIRECTORS**  
of the  
**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**  
A Public Agency  
**Tuesday, May 18, 2021**  
**8:30 AM**  
**John G. Britton Auditorium**  
550 Olive Street, Santa Barbara, CA 93101

**1. CALL TO ORDER**

Chair Dave Davis opened the meeting at 8:30 AM.

**2. ROLL CALL OF THE BOARD MEMBERS**

Chair Davis reported that all members were present with the exception of Director Chuck McQuary.

**3. REPORT REGARDING POSTING OF AGENDA**

Christina Perry, Clerk of the Board and Administrative Assistant, reported that the agenda was posted on Friday, May 14, 2021, at MTD's Administrative office, mailed and emailed to those on the agenda list, and posted on MTD's website.

### **CONSENT CALENDAR**

**Director McQuary joined the meeting at 8:32 AM**

**4. APPROVAL OF PRIOR MINUTES - (ACTION MAY BE TAKEN)**

The Board of Directors was asked to approve the draft minutes for the meeting of April 20, 2021.

**5. CASH REPORT - (ACTION MAY BE TAKEN)**

The Board of Directors was asked to review and approve the Cash Reports from the following dates: April 10, 2021, through April 23, 2021, and April 24, 2021, through May 7, 2021.

Vice Chair Dave Tabor moved to approve the consent calendar. Director Paula Perotte seconded the motion. Chair Davis opened a roll call vote and the motion passed unanimously.

### **THIS CONCLUDES THE CONSENT CALENDAR**

**6. PUBLIC COMMENT**

No public comments were made.

<b>BOARD OF DIRECTORS MEETING DRAFT MINUTES</b>
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**7. ANNUAL SERVICE PLAN - (ACTION MAY BE TAKEN)**

Planning and Marketing Manager Hillary Blackerby presented the draft final service plan for Fiscal Year (FY) 2021-22.

After discussion, Chair Davis recommended the following action for vote: that Board approve service charges but to take no action regarding suspended shuttle service.

Secretary Bill Shelor moved to approve the recommendation as noted by Chair Davis. Vice Chair Tabor seconded the motion. Chair Davis opened a roll call vote and the motion passed unanimously.

**8. GENERAL MANAGER'S REPORT - (INFORMATIONAL)**

General Manager Jerry Estrada provided an update on district activities.

**9. RECESS TO CLOSED SESSION: REAL PROPERTY NEGOTIATIONS (GOVERNMENT CODE §54956.8) - (ACTION MAY BE TAKEN)**

Property: 4678 Calle Real / 149 North San Antonio Road

Agency Negotiators: General Manager Jerry Estrada; District Outside Counsel, Graham Lyons

Negotiating Parties: Chandler Partners; Con/Am Group

Under Negotiation: Price and terms of payment.

No public comments were made prior to recess. Chair Davis recessed to Closed Session at 9:08 AM.

The Board reconvened at 10:02 with no action taken.

**10. OTHER BUSINESS AND REPORTS - (INFORMATIONAL)**

The Board requested additional staff input regarding driver shortage and timeline for appointment of the director position to be filled by the Santa Barbara County Board of Supervisors.

**11. ADJOURNMENT**

Chair Davis adjourned the meeting at 10:05 AM.

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**Santa Barbara Metropolitan Transit District**  
**Cash Report**  
**Board Meeting of June 1, 2021**  
**For the Period May 8, 2021 through May 21, 2021**

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**MONEY MARKET**

**Beginning Balance May 8, 2021** **\$2,959,084.95**

Passenger Fares	44,500.27
Accounts Receivable	300.00
Miscellaneous Income	54.16
Measure A Transfer	.00
<b>Total Deposits</b>	<b>44,854.43</b>

Miscellaneous Transfers	(545.97)
401(k)/Pension Transfer	(38,224.03)
Workers' Compensation	(77,202.07)
Payroll Taxes	(143,451.95)
Payroll	(328,494.10)
Accounts Payable	(624,533.19)
<b>Total Disbursements</b>	<b>(1,212,451.31)</b>

**Ending Balance** **\$1,791,488.07**

**CASH INVESTMENTS**

LAIF Account	\$5,875,274.18
Money Market Account	1,791,488.07

**Total Cash Balance** **\$7,666,762.25**

**SELF INSURED LIABILITY ACCOUNTS**

WC / Liability Reserves	(\$4,892,924.11)
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**Working Capital** **\$2,773,838.14**

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**Santa Barbara Metropolitan Transit District**  
**Cash Receipts of Accounts Receivable**

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<b>Date</b>	<b>Company</b>	<b>Description</b>	<b>Amount</b>
5/13/2021	City of SB Creeks Division	Advertising on Buses	300.00
<b>Total Accounts Receivable Paid During Period</b>			<b>\$300.00</b>

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**Santa Barbara Metropolitan Transit District**  
**Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
126352	4/9/2021	GRAYBAR ELECTRIC COMPANY, I	REPAIRS & SUPPLIES T1 BLDG/GRDS	495.76	V
126598	5/13/2021	ABC BUS COMPANIES INC	BUS PARTS	78.75	
126599	5/13/2021	AMERICAN MOVING PARTS, LLC	BUS PARTS	1,825.76	
126600	5/13/2021	HENRY ANDREWS	RETIREE HEALTH REIMBURSEMENT	285.00	
126601	5/13/2021	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	110.00	
126602	5/13/2021	JAMES BRACKETT	RETIREE HEALTH REIMBURSEMENT	178.00	
126603	5/13/2021	KARL BRETZ	RETIREE HEALTH REIMBURSEMENT	78.30	
126604	5/13/2021	ROBERT BURNHAM	RETIREE HEALTH REIMB/SDRMA REF	285.00	
126605	5/13/2021	GILBERT CALLES	RETIREE HEALTH REIMBURSEMENT	178.00	
126606	5/13/2021	CENTRAL COAST CIRCULATION, L	BUS BOOK DISTRIBUTION	627.00	
126607	5/13/2021	STAN CISOWSKI	RETIREE HEALTH REIMBURSEMENT	285.00	
126608	5/13/2021	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	697.27	
126609	5/13/2021	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	1,614.51	
126610	5/13/2021	DIESEL EMISSIONS SERVICE DB	DFP GENERATOR REPAIR	2,876.39	
126611	5/13/2021	DIESEL FORWARD, INC.	BUS PARTS	131.64	
126612	5/13/2021	DIVERSIFIED TRANSPORTATION S	FREIGHT CHARGES	239.56	
126613	5/13/2021	ELECTRO-MECHANICAL REPAIR, I	BUS PARTS & REPAIRS	32.50	
126614	5/13/2021	FEDEX dba	FREIGHT CHARGES	98.24	
126615	5/13/2021	FLEET SERVICES, INC.	BUS PARTS	232.59	
126616	5/13/2021	FRONTIER CALIFORNIA INC.	TELEPHONE SERVICE	100.98	
126617	5/13/2021	GIBBS INTERNATIONAL INC	BUS PARTS	978.80	
126618	5/13/2021	GILLIG LLC	BUS PARTS	5,399.77	
126619	5/13/2021	GARY GLEASON	RETIREE HEALTH REIMBURSEMENT	247.95	
126620	5/13/2021	GRAPHICINK	PRINTING SERVICES	1,134.51	
126621	5/13/2021	GRAYBAR ELECTRIC COMPANY, I	REPAIRS & SUPPLIES T1 BLDG/GRDS	495.76	
126622	5/13/2021	JILL GRISHAM	RETIREE HEALTH REIMB/SDRMA REF	275.17	
126623	5/13/2021	GUARDIAN-APPLETON (DENTAL I	DENTAL INSURANCE	4,975.42	
126624	5/13/2021	GUARDIAN-APPLETON (LIFE INS)	LIFE INSURANCE	1,253.79	
126625	5/13/2021	ALI HABIBI	RETIREE HEALTH REIMBURSEMENT	285.00	
126626	5/13/2021	HAYWARD LUMBER	SHOP SUPPLIES	60.30	
126627	5/13/2021	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	6.14	
126628	5/13/2021	JAY DANIEL ROBERTSON	RETIREE HEALTH REIMBURSEMENT	285.00	
126629	5/13/2021	DONALD JACKSON	RETIREE HEALTH REIMBURSEMENT	267.00	
126630	5/13/2021	JAVIER JIMENEZ	RETIREE HEALTH REIMBURSEMENT	178.00	
126631	5/13/2021	LOUIS JONES	RETIREE HEALTH REIMBURSEMENT	223.00	
126632	5/13/2021	KIMBALL MIDWEST	SHOP SUPPLIES	365.02	
126633	5/13/2021	LINDA LEE LACKEY	RETIREE HEALTH REIMBURSEMENT	1,710.00	
126634	5/13/2021	LABOR ALLIANCE MANAGED TRU	UNION DENTAL INSURANCE	10,131.50	



Check #	Date	Company	Description	Amount	Voids
126635	5/13/2021	LAWSON PRODUCTS INC	SHOP SUPPLIES	3,385.39	
126636	5/13/2021	MARTIN AUTO COLOR, INC.	BUS SUPPLIES	36.92	
126637	5/13/2021	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	1,037.96	
126638	5/13/2021	MEDICAL EYE SERVICES, INC.	VISION INSURANCE	536.80	
126639	5/13/2021	MULLEN & HENZELL	CALLE REAL PROJECT SERVICES	18,644.00	
126640	5/13/2021	NATIONAL INTERSTATE INS INC.	LIABILITY INSURANCE	72.88	
126641	5/13/2021	NEWEGG BUSINESS, INC	IT EQUIPMENT & SUPPLIES	0.00	V
126642	5/13/2021	NEWEGG BUSINESS, INC	IT EQUIPMENT & SUPPLIES	4,766.89	
126643	5/13/2021	NEW PIG CORP.	BUS CLEANING SUPPLIES	667.57	
126644	5/13/2021	NFI PARTS DBA	BUS PARTS	681.16	
126645	5/13/2021	CAREY POINDEXTER	RETIREE HEALTH REIMBURSEMENT	285.00	
126646	5/13/2021	PRISCILLA REID	RETIREE HEALTH REIMBURSEMENT	147.00	
126647	5/13/2021	AL ROMERO SR.	RETIREE HEALTH REIMBURSEMENT	89.00	
126648	5/13/2021	SAFEGUARD DBA	OFFICE SUPPLIES	297.28	
126649	5/13/2021	SB LOCKSMITHS, INC.	B&G REPAIR & SUPPLIES	36.94	
126650	5/13/2021	SANTA BARBARA NEWSPRESS D	PUBLIC NOTICE ADS	78.75	
126651	5/13/2021	SPECIAL DISTRICT RISK MGMT	HEALTH INSURANCE	66,190.89	
126652	5/13/2021	SPECIALTY TOOL & BOLT, LTD	SHOP SUPPLIES	29.23	
126653	5/13/2021	SOUTHWEST LIFT & EQUIPMENT,	LIFT REPAIRS & SUPPLIES	1,220.07	
126654	5/13/2021	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	513.27	
126655	5/13/2021	TK SERVICE, INC.	BUS PARTS & REPAIRS	2,426.38	
126656	5/13/2021	TEAMSTERS MISC SECURITY TRU	UNION MEDICAL INSURANCE	196,932.00	
126657	5/13/2021	TRUMAN ARNOLD COMPANIES (T	DIESEL FUEL	16,765.44	
126658	5/13/2021	VALLEY POWER SYSTEMS, INC.	BUS PARTS	305.19	
126659	5/13/2021	JOHN J. VASQUEZ	RETIREE HEALTH REIMBURSEMENT	396.96	
126660	5/13/2021	VERIZON WIRELESS	WIRELESS PHONES & AIM CELLULAR	3,077.92	
126661	5/21/2021	ABC BUS COMPANIES INC	BUS PARTS	923.62	
126662	5/21/2021	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	245.00	
126663	5/21/2021	BYD MOTORS LLC	CAPITAL LEASE PAYMENT	31,625.22	
126664	5/21/2021	CITY OF CARPINTERIA	CHARGING STATION ELECTRICITY	15.76	
126665	5/21/2021	CELTIS VENTURES, INC.	MARKETING SERVICES	4,013.75	
126666	5/21/2021	CMS COMMUNICATIONS, INC.	REFURBISHED TELEPHONES	462.19	
126667	5/21/2021	CINTAS CORPORATION	FIRST AID SUPPLIES	163.36	
126668	5/21/2021	DOCUPRODUCTS CORPORATION	COPIER MAINTENANCE/SUPPLIES	121.25	
126669	5/21/2021	EASY LIFT TRANSPORTATION, IN	MONTHLY ADA SUBSIDY	83,463.33	
126670	5/21/2021	JUAN FERNANDEZ	REIMBURSEMENT DMV/VT	10.00	
126671	5/21/2021	STATE OF CALIFORNIA	PAYROLL RELATED	1,397.57	
126672	5/21/2021	FRONTIER CALIFORNIA INC.	TELEPHONE SERVICE	2,066.15	
126673	5/21/2021	GIBBS INTERNATIONAL INC	BUS PARTS	1,016.92	
126674	5/21/2021	GILLIG LLC	BUS PARTS	2,425.54	
126675	5/21/2021	GOLD COAST TRANSPORT REFRIG	BUS A/C MAINTENANCE	2,417.76	

Check #	Date	Company	Description	Amount	Voids
126676	5/21/2021	GRAINGER, INC.	SHOP/B&G SUPPLIES	8.72	
126677	5/21/2021	MARY GREGG	REIMBURSEMENTS	1,476.31	
126678	5/21/2021	HAYWARD LUMBER	SHOP SUPPLIES	34.00	
126679	5/21/2021	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	55.02	
126680	5/21/2021	MARTIN AUTO COLOR, INC.	BUS SUPPLIES	36.92	
126681	5/21/2021	MC CORMIX CORP. (OIL)	LUBRICANTS	4,048.90	
126682	5/21/2021	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	2,004.61	
126683	5/21/2021	NATIONAL DRIVE	PAYROLL DEDUCTION	26.00	
126684	5/21/2021	NATIONAL INTERSTATE INS INC.	LIABILITY INSURANCE	47,768.30	
126685	5/21/2021	NFI PARTS DBA	BUS PARTS	1,132.42	
126686	5/21/2021	PREVOST CAR (US) INC.	BUS PARTS	295.78	
126687	5/21/2021	POWERSTRIDE BATTERY CO.	BATTERIES	598.89	
126688	5/21/2021	LETICIA RAMIREZ	PAYROLL RELATED	600.00	
126689	5/21/2021	SAFETY-KLEEN CORPORATION	SHOP SUPPLIES	376.04	
126690	5/21/2021	SANSUM CLINIC	MEDICAL EXAMS	0.00	V
126691	5/21/2021	SANSUM CLINIC	MEDICAL EXAMS	2,872.46	
126692	5/21/2021	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	260.00	
126693	5/21/2021	SILVAS OIL CO., INC.	LUBRICANTS	548.47	
126694	5/21/2021	SMITTY'S TOWING SERVICE D	TOWING SERVICES	495.00	
126695	5/21/2021	SM TIRE, CORP.	BUS TIRE MOUNTING	765.28	
126696	5/21/2021	SO. CAL. EDISON CO.	UTILITIES	5,840.85	
126697	5/21/2021	SOFTCHOICE CORP, INC.	MICROSOFT LICENSES	3,902.00	
126698	5/21/2021	SOAP MAN DISTRIBUTIN DBA	CLEANING SUPPLIES	59.81	
126699	5/21/2021	LISBET SOTELO GARCIA	DMV/VTI REIMBURSEMENT	59.00	
126700	5/21/2021	SOCALGAS	UTILITIES	225.83	
126701	5/21/2021	STEWART'S DE-ROOTING & PLUM	PLUMBING REPAIRS	257.63	
126702	5/21/2021	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	242.97	
126703	5/21/2021	TRISTAR RISK MANAGEMENT	WORKERS COMPENSATION ADMINIS	15,486.50	
126704	5/21/2021	TEXTMARKS, INC	SMS TEXTING SERVICES	11,988.00	
126705	5/21/2021	TRUMAN ARNOLD COMPANIES (T	DIESEL FUEL	33,717.99	
126706	5/21/2021	UNITED PARCEL SERVICE, INC.	FREIGHT CHARGES	356.14	
126707	5/21/2021	UNITED WAY OF SB	PAYROLL DEDUCTION	40.00	
126708	5/21/2021	VALLEY POWER SYSTEMS, INC.	BUS PARTS	205.72	
126709	5/21/2021	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	1,304.08	
126710	5/21/2021	WURTH USA WEST INC.	SHOP SUPPLIES	671.38	
126711	5/21/2021	YACO SCHOLARSHIP FUND	PAYROLL DEDUCTION	53.00	

Check #	Date	Company	Description	Amount	Voids
				<b>625,028.95</b>	
			Current Cash Report Voided Checks:	0.00	
			Prior Cash Report Voided Checks:	495.76	
			<b>Grand Total:</b>	<b>\$624,533.19</b>	



<b>BOARD OF DIRECTORS REPORT</b>
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**MEETING DATE:** JUNE 1, 2021

**AGENDA ITEM: #7**

**DEPARTMENT:** FINANCE

**TYPE:** ACTION ITEM

**PREPARED BY:** BRAD DAVIS

\_\_\_\_\_  
*Signature*

**REVIEWED BY:** GENERAL MANAGER

\_\_\_\_\_  
*Signature*

**SUBJECT:** OPERATING & CAPITAL BUDGET FOR FISCAL YEAR 2021-22

**RECOMMENDATION:**

Staff is recommending that the Board adopt the attached draft Operating and Capital Budget for Fiscal Year 2021-22.

**DISCUSSION:**

The draft budget from last March has been updated and will be presented to the Board.

**ATTACHMENT:**

- Draft Fiscal Year 2021-22 Operating & Capital Budget



# OPERATING & CAPITAL BUDGET

Fiscal Year 2021-22



## **Santa Barbara Metropolitan Transit District**

550 Olive Street, Santa Barbara, CA 93101

Administration: (805) 963-3364

Schedule Information: (805) 963-3366

Website: [www.sbmtd.gov](http://www.sbmtd.gov)

Draft June 1, 2021

# OPERATING & CAPITAL BUDGET

**Santa Barbara Metropolitan Transit District**

**Fiscal Year 2021-22**

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## Executive Summary

The financial outlook for the Santa Barbara Metropolitan Transit District continues to be strongly impacted by the COVID-19 pandemic although conditions have improved considerably from a year ago. At that time, shelter-in-place orders and school closures were in effect and Covid-19 cases and deaths were rising exponentially. Transit service was cut back in response to the large drop in demand while fare collection was suspended and bus capacity limited for public safety. Going into the new fiscal year, all of these adverse conditions have been reversed to varying degrees bringing cause for optimism. At the forefront are the widespread vaccinations of the population resulting in a large reduction in active cases.

From a budget perspective, the biggest implication is the restart of fare collection after more than a year of suspension. Sales tax subsidies, a significant source of operating revenue, also remain strong after only a short decline in late FY19-20. Despite the improved environment, the 2021-2022 fiscal year (FY21-22) that begins July 1 is still expected to experience a large operating deficit before taking into account federal relief funding. The District's financial imbalance is anticipated to lessen as circumstances edge toward the pre-pandemic environment although what that new "normal" will be for MTD in terms of service demand and the ability to fund public transit remains unclear. Fortunately, the federal subsidies will allow time to adjust to these evolving conditions that are difficult to predict with confidence.

Operating Summary (\$ thousands)					
	FY 21-22 Draft	FY 20-21 Budget	Var %	FY 19-20 Actual	Var %
<u>Revenues</u>					
Fare Revenue	\$2,503	\$168	1390%	\$5,276	-53%
Grants & Subsidies	18,954	17,507	8%	19,209	-1%
Other Income	423	399	6%	1,517	-72%
	<u>\$21,881</u>	<u>\$18,074</u>	21%	<u>\$26,002</u>	-16%
<u>Expenses</u>					
Route Operations	\$16,822	\$15,740	7%	\$16,676	1%
Vehicle Maintenance	5,557	5,103	9%	5,761	-4%
Passenger Accommodations	1,821	1,640	11%	1,501	21%
General Overhead	3,966	3,619	10%	3,373	18%
	<u>\$28,166</u>	<u>\$26,103</u>	8%	<u>\$27,311</u>	3%
Revenue Less Expenses	(\$6,286)	(\$8,028)		(\$1,309)	
Federal Relief Funds	\$6,286	\$8,028		\$1,309	
Net Surplus / (Deficit)	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>	

A number of routes remain suspended as we enter the new year. Some of this is demand driven but a shortage of drivers effectively serves as a limit to the level of transit services at this time. Bus passenger capacity remains limited to meet physical distancing requirements. With the improving health outlook and safety measures put in place by the District, the initially stringent passenger capacity limits have been eased to nearly 50% of the maximum seated load. As part of safety measures, MTD buses are now equipped with driver area enclosures to reduce the risk of driver exposure to Covid-19. Facilities, buses and service vehicles also continue to be disinfected at least daily.

### Federal Relief Funds

Since the onset of the Covid-19 coronavirus in early 2020, the federal government has passed three funding bills to provide financial assistance to the country, with public transit being a recipient of relief funds from each of the three acts. In order of enactment, these are the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), and the American Rescue Plan Act of 2021 (ARPA). For public transit, these funds are limited to covering operating and capital expenses incurred and revenues lost as a result of the pandemic. The monies are meant to provide financial assistance for multiple years going into the latter part of this decade. The District has been allocated a combined \$36.7 million. The funds provide support for all South

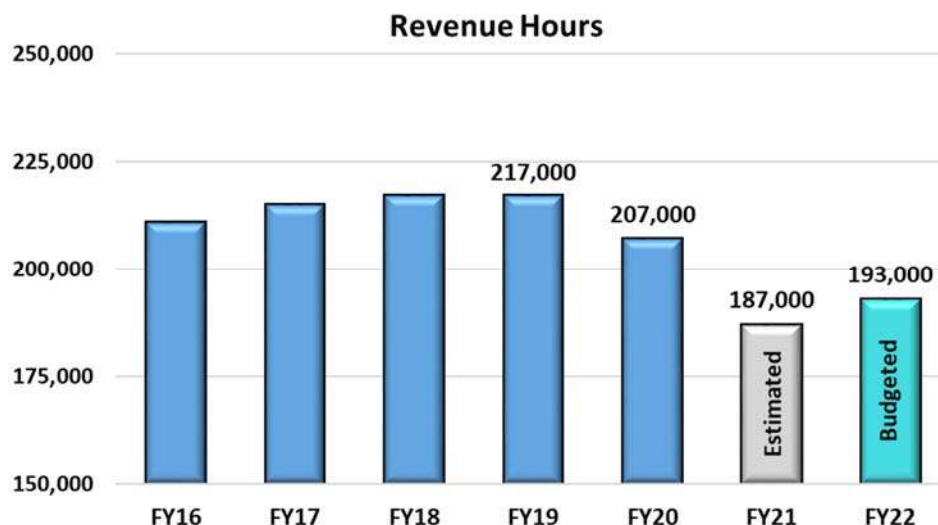
Coast public transit operations and will include allocations to Easy Lift for paratransit services and SBCAG for the Clean Air Express. With the greater pandemic-related outlays and losses in these early years, projections show the consumption of \$20 million in relief by the end of FY21-22.

## Transit Service Level

With continuing uncertainty from the pandemic, service is being restored in a gradual manner in FY21-22. While likely subject to adjustment during the year, the budget is based on the provision of 193,000 annual revenue hours. In the present budget, Lines 15x and 28 will operate at reduced levels while the Line 10, Seaside and Crosstown shuttles, and first-last mile commuter service will remain suspended. Affecting their return will be a number of factors including ridership, capacity limits, bus operator availability, fleet availability, and K-12, SBCC and UCSB plans to return students to campus. In April 2020, the service level was reduced by 15% in response to the effects of the coronavirus. While the initial FY20-21 budget anticipated the return of most services by midyear, the prolonged severity of the pandemic combined with the continued driver shortage prevented this. As a result, the FY20-21 budget revision lowered the initial 200,000 service hours down to 187,000. Thus, the FY21-22 service level will represent a 5% increase from the prior year.

### Service Level Analysis (Revenue Hours)

Service Description	Hours
Pre-Pandemic Level (FY18-19)	216,915
Suspensions & Adjustments	(24,027)
FY21-22 Budgeted Level	192,888
Pre-Pandemic Level Change	-11%



## Operating Budget

### Operating Revenue

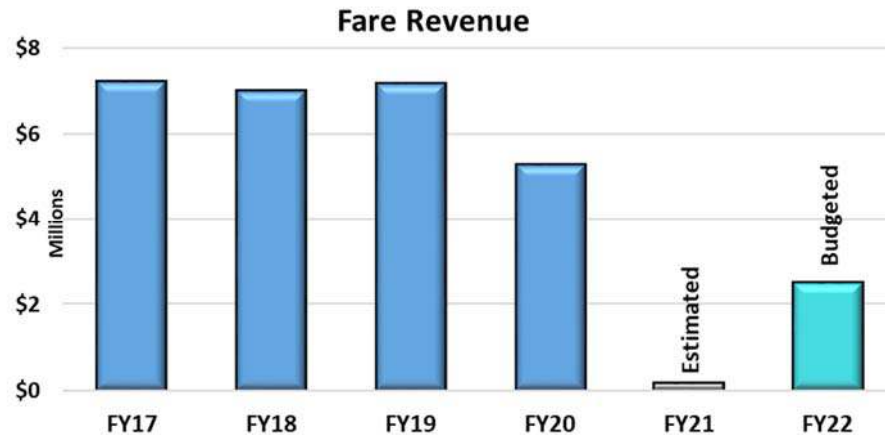
The operating revenue budget of \$21.9 million is a 21% increase from FY20/21. The collection of fares and restart of subsidized routes accounts for nearly all of the revenue growth. Yet, total income remains depressed nearly \$5 million from FY18/19, the last year unaffected by the pandemic. Not surprisingly, the currently reduced fare revenue represents most of the difference. This variance is expected to narrow considerably in the next two years. These and other District income sources are reviewed below. A detailed breakdown of revenue is included on page 10.

**Fare Revenue** – The collection of fares restarted on May 10, 2021, ending nearly 14 months without this vital source of operating revenue. However, with the reduced service level, continued physical distancing, and lower ridership, fares are projected to remain well below pre-pandemic levels in FY21-22. An estimated \$2 million in farebox receipts are included in the budget, which compares to annual passenger fares exceeding \$7 million before the onset of Covid-19. There is a high degree of uncertainty in this



projection with the multiple variables, including the service level. The budget revision will provide an opportunity to make adjustments as new information and trends become available.

Cash and pass fares are expected to grow throughout the year as more passengers return to mass transit use. While likely conservative, income from cash fares and pass sales are projected at 30% of previous heights. UCSB and SBCC contract fares are based on enrollment estimates provided from the schools. For UCSB, fall quarter is budgeted at two-thirds of pre-pandemic levels increasing to 100% by spring quarter. SBCC enrollment will start at 40% rising to 75% in the second semester. The suspension of the contract for the Downtown-Waterfront Shuttle service, which previously had provided nearly \$1 million in fare subsidies from the City of Santa Barbara, will remain in place.



**Sales Tax Revenue** – Sale tax revenue is projected to grow 2% in the coming year. The revenue figures come from state estimates provided to MTD for preparation of the annual TDA claim and Measure A Program of Projects. Thus, the state projects continued economic growth in FY21-22 with no sight of a slowdown or recession in the near term. As previously reported and incorporated in this year’s budget revision, sales tax revenue quickly recovered last summer following the sharp drop at the outset of the pandemic in the spring of 2020. This was counter to the initial gloomy budget projections for FY20-21 and helped mitigate the reduced revenue from delaying the midyear restart in fare collection. The District receives operating sale tax revenue through two sources: the Local Transportation Fund (LTF), based on the ¼ percent of general statewide sales tax dedicated to public transit; and Measure A, the voter-approved ½ percent increase in the countywide sales tax rate to meet local transportation needs.

**Federal Assistance** – The five-year Fixing America’s Surface Transportation Act (FAST Act) authorized federal spending on highways and public transportation for the five years ended in FY19-20. A one-year FAST Act extension was included in the 2021 Continuing Appropriations Act. As we enter FY21-22, there has been no replacement surface transportation reauthorization act. The Biden Administration’s recently released infrastructure plan currently incorporates federal transportation. With the uncertainty regarding funding levels, MTD’s federal formula operating assistance for FY21-22 is budgeted to remain unchanged from the prior year figure at \$5.8 million.<sup>1</sup>

With the results of the decennial census not finalized, it remains unknown if the federally defined South County Urbanized Area population will exceed 200,000. The relevance is the potential loss of up to a third of the District’s current formula assistance if the area is reclassified as a large urbanized area. There are several avenues to potentially avoid the reclassification or loss of funds, but it remains a real threat to MTD’s future operating revenue.

**State & Local Operating Assistance** – The majority of state and local operating assistance is from UCSB for the Line 28 and expanded service hours on Lines 12x/24x. The latter service continued unabated over the last year and will do so into the new year. The Line 28, suspended since March, 2020, will begin service again this September. Initially at least, it will run at a reduced level from the past. Subsidies of \$1.2 million will be provided for operation of the services. The “first-last mile” buses connecting with the

<sup>1</sup> This is prior to the application of the federal relief funding used to cover pandemic-related expenses and revenue losses.

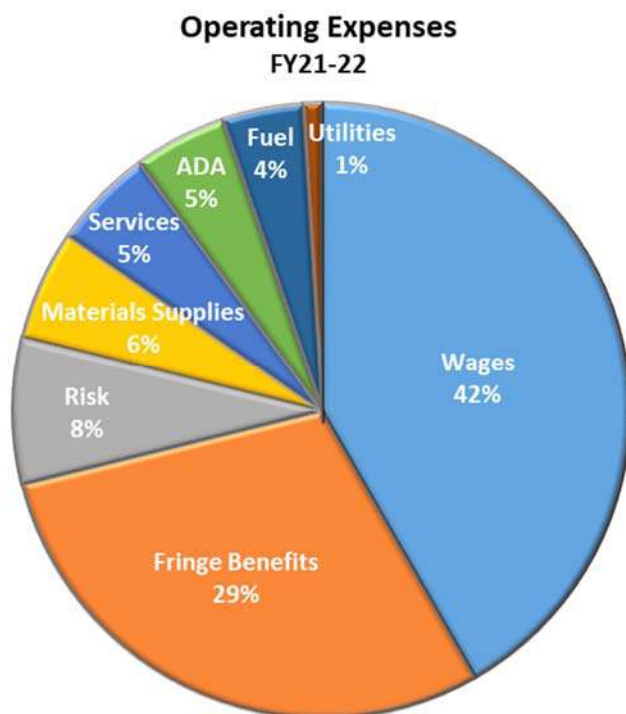
Amtrak commuter trains in Santa Barbara and Goleta were similarly suspended and are not currently in the FY21-22 budget. Funded by SBCAG, the demand for the service will be reassessed later this year.

**Property Tax Revenue** –The economic effects of the pandemic have had little bearing on property tax receipts in FY20-21. Through April, revenue growth is in line with the annual “Prop 13” 2% increase, as budgeted. The recent escalation in real estate prices will increase taxes slowly as the higher assessed valuations only occur on real property transfers. How the recently passed Proposition 19, the Home Protection for Seniors, Severely Disabled, Families, and Victims of Wildfire or Natural Disasters Act, will influence District receipts is not yet known, although an increase is expected. Until more information is available, the annual 2% increase in such revenue to \$1.4 million is being budgeted.

**Other Income** – Income from advertisements on buses is the predominant source of Other Income. With the business slowdown and uncertainty from the health pandemic in addition to fewer buses on the road, such revenue has suffered in the last year. Estimated ad revenue of \$300,000 in the year coming to a close will be down 25% from FY19-20. The situation has improved, and the expectation is for \$350,000 in sales in FY21-22. With interest rates still down over 75% since late 2019, earnings from working capital and reserves are expected to be limited to \$37,000 next year. With the recent threat of inflation, there is the potential for growth in interest earnings.

## Operating Expenses

The operating budget for FY21-22 is \$28.2 million. With the greater service level and scheduled wage and fringe benefit growth, operating expenses are 8% more than budgeted in FY20-21. Budgeting for full employment and the restored marketing budget also contributed to the budget growth. Fluctuation in risk costs and fuel expenditures also continue to be an important factor. More challenging is accounting for the varying fiscal effects of the pandemic on many District outlays, limiting the value of comparisons.



**Human Resources** – As a service provider, over 70% of District costs are for the wages and benefits of its employee workforce. Teamsters Local 186 represents MTD drivers, supervisors, mechanics, and service workers and account for eight out of ten MTD employees. Thus, the collective bargaining agreement (CBA) with the Teamsters determines a large part of the operating budget. The CBA includes a 2.5% increase in wages and 5% for health benefits for FY21-22. The current agreement covers a three-year period that expires at the end of FY21-22 indicating that negotiation of a new CBA will ensue in the coming months. Following are additional matters that affect MTD’s workforce.

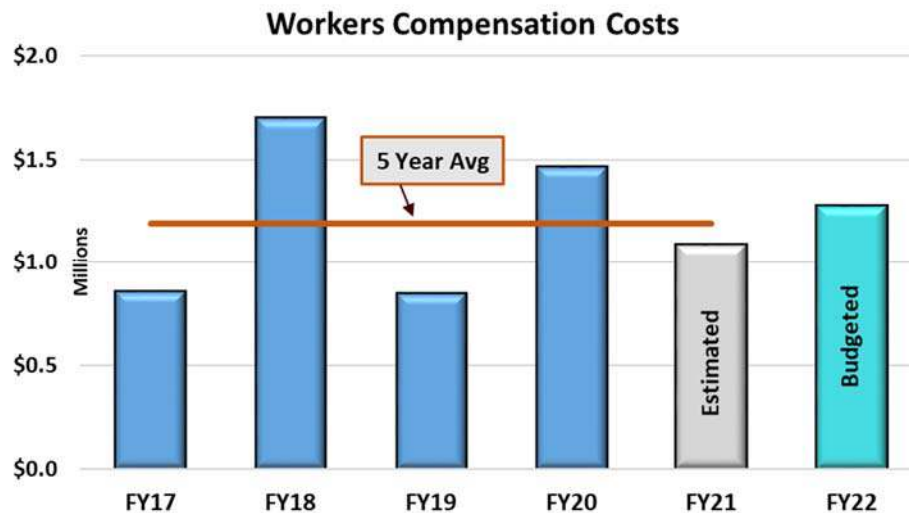
As previously discussed, MTD is looking to hire more than 20 drivers in the coming year. This particularly large need stems from a decrease in drivers due to attrition, a disruption in the employment market from the pandemic, and a de facto hiring freeze from the DMV’s suspension of driver’s license testing. With MTD now certified to perform the testing and improvements in the local health environment, the

hiring process has restarted. Nonetheless, the long-term challenge remains in finding interested, qualified candidates with the high cost of housing in Santa Barbara.

The budgeted mechanic and service worker positions remain unchanged from FY20-21. The driver hiring difficulties exist for filling mechanic positions as well. Presently, three mechanics are being sought. In the past year, the reduced service level and mechanic overtime have enabled continued adherence to scheduled maintenance. Increased training in recent years has also led to improved productivity. With the continued need for extensive disinfection of the transit fleet, an increase in scheduled service worker

hours will remain in place.<sup>2</sup> A number of staffing changes have taken place during the year or are imminent. These are driven in large part to prepare for the retirement of key management positions in FY21-22 and other retirements on the horizon of long-term staff members with a long history of company knowledge and experience.

**Workers Compensation** – Workers compensation (WC) claim costs and reserve estimates are based on a five-year average of such expenses. This methodology accounts for the year-to-year variability in such costs where a few claims can have a considerable effect on expenditures. It also factors in adjustments based on the annual actuarial study of WC claims that can also vary sizably. The study estimates future claim costs for incurred but not yet reported injuries. The FY21-22 budget of \$1.3 million will be somewhat above the five-year average of total WC expense due to last year's decision to reduce the District's self-insurance coverage, thus increasing insurance premiums.



**Revenue Vehicle Fuel** – While bus miles will grow from FY20-21, the cost of renewable diesel (RD) fuel will come down 5% to \$1.2 million next year. As anticipated a year ago, MTD was able to lock into a considerably lower cost per gallon due to the steep drop in the price of oil in the first half of calendar 2020. Given the timing of fuel contracts, FY20-21 will reap the benefit of the \$1.65 price for seven months of the year, whereas FY21-22 is locked in at that 26% lower price for the full year. While not a fossil fuel product, RD pricing in California closely tracked the cost of ultra-low sulfur diesel (ULSD) a year ago. The CARB Innovative Clean Transit regulation that mandates a zero-emission fleet by 2040 also now requires the use of RD for all new public transit diesel fuel contracts. This will increase the demand for RD in California which, unless RD production capacity grows, will likely lead to higher future prices.

## Capital Budget

The capital budget for FY21-22 is \$29.1 million and consists of \$19.7 million in new projects and \$9.4 million in carryover projects from FY20-21. The majority of the projects are revenue vehicle related including bus replacements and refurbishments. As in recent years, a large part of the vehicle acquisitions are dependent upon federal discretionary awards. A more detailed capital project listing, including the prior year capital budget, is included on page 20.

### Capital Projects

**Bus Purchases & Improvement** – Bus replacement acquisitions consist of the carryover of the four 40' New Flyer electric buses approved in FY20-21, six additional 40' zero-emission buses, and three 35' ZEBs – with the latter two projects subject to the discretionary funding awards. Also part of the budget is the carryover of the battery-electric microtransit vans and the addition of four replacement paratransit vans for use by Easy Lift. The fleet renewal campaign approved in FY20-21 comprises the majority of

<sup>2</sup> The District has also increased the current level of janitorial services to assist with nightly fleet and facilities disinfecting.

the bus improvement budget. With the project getting started late in FY20-21, most of the first year budget allocation is being brought forward into the new year.

### Capital Projects by Category (\$ thousands)

	FY 21-22 Budget	Appropriations	
		New	Prior Year
<u>Operating &amp; Passenger Facilities</u> – Revenue Vehicle Purchases	\$15,971	\$10,537	\$5,434
Facility improvements at Terminal 1 are concentrated on electric vehicle infrastructure including the 14 new charge stations associated with the SCE Charge Ready project. Also, ten existing 208V charge ports will be converted to 480V, the current standard being used for battery-electric bus charging equipment, for future EV fleet expansion. In addition to completing the preliminary Terminal 2 recommissioning work, planning and design for future improvements to the site to accommodate 30 electric buses will get under way as well. A contract for preliminary architectural and engineering work for Terminal 2 was recently awarded.	Revenue Vehicle Improvements	2,596	1,175
	Operating Facilities	2,508	2,795
	Passenger Facilities	425	0
	Intelligent Transportation Systems	1,679	0
	Information Systems	1,710	0
	Service Vehicles & Other Equip	289	0
	<b>Total Capital Projects</b>	<b>\$19,744</b>	<b>\$9,404</b>

Intelligent Transportation Systems – Planned for FY21-22 is the implementation of a contactless fare payment system, which will lessen the spread of Covid-19 or other viruses via physical contact. Another goal is to reduce the volume of cash fare payments, which are hand processed by MTD employees each day. The \$1.5 million budget allowance for the system will be paid for with Cares Act funds.

Information Systems – The main element of the information systems budget is the replacement of MTD's accounting software system, which was a customized application that has served MTD for more than 20 years. A contemporary system that integrates accounting, human resource, procurement and reporting functionalities will be implemented. With five years of use, upgrades of most Clever Devices IT hardware, data, and network systems, including improved security, are also scheduled.

Service Vehicles & Other – With the recent replacement of the driver relief vehicle fleet with the Chevrolet Bolts, the emphasis in FY21-22 will be on service and maintenance vehicles. Needs are currently being assessed to develop the replacement priorities with the goal of employing zero or low emission vehicles. The balance of the capital budget is made up of allowances for various needs such as minor facility repairs and improvements; and new or replacement equipment for shop, bus stop, and office needs.

## Capital Revenue

The capital budget includes previous funding encumbrances from projects carried forward as well as new capital revenue commitments for the \$29 million for new capital assets. MTD capital support for FY21-22 will derive from several federal, state, and local sources.

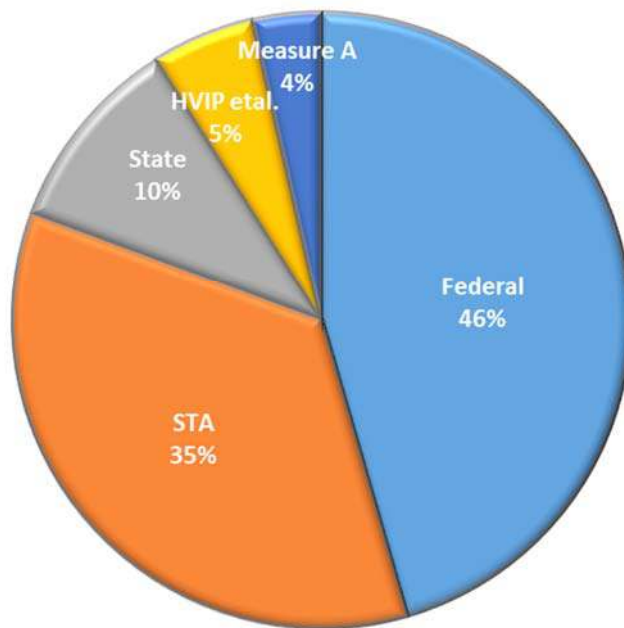
Federal Funds – The capital budget includes \$13 million in federal funds, with about half of the amount being reliant upon a discretionary grant and a Member Designation Transportation Project<sup>3</sup> for the new buses. If not forthcoming, the projects will be removed from the budget. Other federal support is from the FTA 5339(a) Buses and Bus Facilities Formula Program and the allocation of \$1.5 million in relief funds for capital purposes.

State Transit Assistance – California's State Transit Assistance (STA) fund continues to provide a reliable and flexible source of capital revenue each year. Since the enactment of SB1 several years ago, the annual allocation had been approaching \$3 million. Given its dependence upon diesel fuel sales tax, FY21-22 STA funding – based on FY20-21 tax receipts – is expected to experience a several hundred

<sup>3</sup> The U.S. House Committee on Transportation and Infrastructure announced in March 2021 that the Committee will accept requests for Member Designated Projects to be considered for inclusion in the upcoming surface transportation reauthorization legislation under a reformed process that includes new transparency measures



**Capital Funding Sources  
FY21-22**



thousand dollar decline due the sharp drop in oil prices in the early part of the year. This is expected to be short-lived with more recent increase in fuel costs as well as improved economic activity.

State – Subsidies from the State of California to support capital needs in FY21-22 encompass several sources. Two are supported from the Cap-and-Trade program and include the Low Carbon Transit Operations Program (LCTOP) and the Transit and Intercity Rail Capital Program (TIRCP). Also included is the State of Good Repair (SGR) program funded by SB1. The District will make use of these sources as part of the local share for the federally-funded EV acquisitions and the EV charging facilities.

Measure A Capital Program – In FY21-22, Measure A will provide just over \$1 million in capital revenue based upon the most recent Measure A Program of Projects. This amount is up 11% from the prior year, which was revised lower than originally estimated as a result of the spring 2020 decline in local economic activity. The sales tax revenue will be used for

various projects—either as full funding or the local share—including EV charging facilities, low-emission service vehicles, paratransit vans and bus stop improvements.

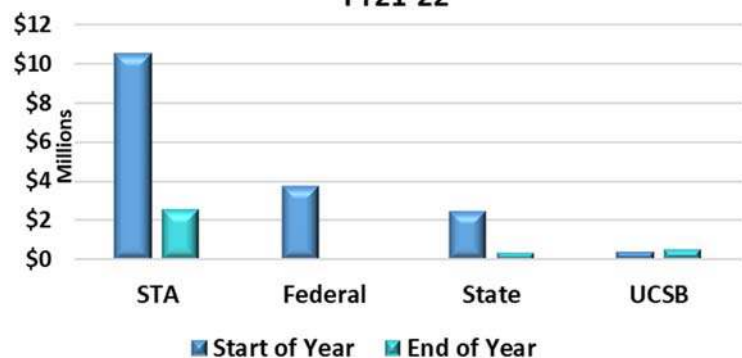
HVIP, VMT & APCD Funding – MTD has or will be applying for funding in the form of credits to offset a portion of the cost of zero emission bus acquisitions. These would be from the state's Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP), the Volkswagen Mitigation Trust (VMT), and the Santa Barbara County Air Pollution Control District (APCD). HVIP would provide \$138,000 per vehicle for seven of the buses, VMT \$180,000 for each of three buses, and the APCD \$65,000 for one bus.

## Capital Fund Balances

With current funding commitments for capital projects, unencumbered capital funds at the end of FY21-22 will be \$3.4 million, with the majority comprised of STA funds. Many projects in the capital budget with committed funds will not be completed during the year and, as a result, the actual unspent funding balance at the end of FY21-22 will be higher than the unencumbered balance.

The majority of the capital funding allocations are held in trust by other governmental entities with the funds allocated to the District on a reimbursement basis. The adjacent chart shows the beginning and ending capital funding balances by source.

**Unencumbered Fund Balances  
FY21-22**



## Retirement Benefit Obligations

### Pension

Represented Employees – MTD contributes to the Western Conference of Teamsters Pension Trust for employees covered by the collective bargaining agreement (CBA). The contribution is subject to the terms of the CBA. It is a defined benefit plan with payments to retirees based on a formula set by the

Pension Trust. The 2019 Teamsters actuarial certification of the multi-employer plan indicates that the trust is 92% funded, considered exemplary (the 2021 actuarial certification is not yet available).

Staff & Management – A 401(k) plan was established in 1985 for all employees not subject to the CBA. MTD makes an ongoing contribution on the employee's behalf in addition to providing for employee contributions. As a fully-funded defined contribution plan, there is no unfunded retirement benefit liability.

### **Other Post-Employment Benefits (OPEB)**

The District provides post-employment health benefits (OPEB) up to a maximum of \$285 per month for eligible employees. The monthly benefit is in the form of a reimbursement to retirees for their personal health insurance premiums. Eligibility for the benefit requires that an employee be at least 65 years of age at the time of retirement and have worked a minimum of 20 years at MTD. The benefit also has hire date requirement limiting future MTD's future OPEB liability.

Government accounting standards require measuring the present value of unfunded future OPEB obligations and recording it as a liability. At the end of FY20-21, the actuarial-based liability will be \$3.2 million. This is a \$465,000 increase from the prior year, which is due to the steep decline in interest rates over the past year. The effect of the drop is the use of a lower discount rate to determine the current value of the future liability in addition to depressing anticipated earnings from the trust funds set aside to pay future retiree health benefits.

With \$1.6 million in trust funds, including earnings, the unfunded (net) OPEB liability will be \$1.6 million at year end. The benefit liability will be 51% funded, which compares to the 59% coverage in the previous year. Nonetheless, coverage of over half of the liability is not common among governmental agencies and considered a best practice. The prefunding is held in the California Employers Benefit Trust, which is managed by CalPERS.

## Detailed Budget Tables

### Operating Summary FY 2021-22

	Draft FY 2021-22 Budget	Approved FY 2020-21 Budget	<u>Budget Change</u> Amount      %		FY 2020-21 Estimate	<u>Budget Change</u> Amount      %	
<i>OPERATING REVENUE</i>							
Fare Revenue	\$2,502,973	\$167,929	\$2,335,044	1390%	\$167,929	\$2,335,044	1390%
Sales Tax Revenue	10,440,181	10,179,200	260,981	3%	10,277,460	162,721	2%
FTA Operating Assistance	5,812,679	5,812,679	0	0%	5,812,679	0	0%
State & Local Op Assistance	1,257,918	100,039	1,157,879	1157%	382,057	875,861	229%
Property Tax Revenue	1,443,664	1,415,357	28,307	2%	1,415,357	28,307	2%
Non-Transportation Income	423,096	399,083	24,013	6%	372,630	50,466	14%
<i>Total Operating Revenue</i>	<i>\$21,880,511</i>	<i>\$18,074,287</i>	<i>\$3,806,224</i>	<i>21%</i>	<i>\$18,428,112</i>	<i>\$3,452,399</i>	<i>19%</i>
<i>OPERATING EXPENSES</i>							
Route Operations	\$16,822,210	\$15,740,258	\$1,081,952	7%	\$15,554,087	\$1,268,123	8%
Vehicle Maintenance	5,557,107	5,103,043	454,064	9%	5,125,815	431,292	8%
Passenger Accommodations	1,820,945	1,640,056	180,889	11%	1,432,242	388,703	27%
General Overhead	3,966,045	3,619,392	346,653	10%	3,469,262	496,783	14%
<i>Total Operating Expense</i>	<i>\$28,166,307</i>	<i>\$26,102,749</i>	<i>\$2,063,558</i>	<i>8%</i>	<i>\$25,581,405</i>	<i>\$2,584,902</i>	<i>10%</i>
Revenue Less Expenses	(\$6,285,796)	(\$8,028,462)			<u>(\$7,153,293)</u>		
Federal Stimulus Funds	\$6,285,796	\$8,028,462					
Net Surplus / (Deficit)	\$0	\$0					

## Operating Revenue Detail

### FY 2021-22

	Draft FY 2021-22 Budget	Approved FY 2020-21 Budget	Budget Change		FY 2020-21 Estimate	Budget Change	
			Amount	%		Amount	%
<b>FAREBOX REVENUE</b>							
Cash Fares & Tokens	\$572,269	\$79,482	\$492,787	620%	\$79,482	\$492,787	620%
Adult Passes	330,056	45,841	284,215	620%	45,841	284,215	620%
Youth Passes	162,659	22,592	140,067	620%	22,592	140,067	620%
Senior Passes	64,015	8,891	55,124	620%	8,891	55,124	620%
Mobility Passes	42,664	5,926	36,738	620%	5,926	36,738	620%
Day Passes	1,418	197	1,221	620%	197	1,221	620%
Microtransit Fares	0	0	0	n/a	0	0	n/a
UCSB Contract Fares	876,138	0	876,138	n/a	0	876,138	n/a
SBCC Contract Fares	433,754	0	433,754	n/a	0	433,754	n/a
Special Event Fares & Amtrak	10,000	2,500	7,500	300%	2,500	7,500	300%
City My Ride Program	10,000	2,500	7,500	300%	2,500	7,500	300%
Subtotal	<u>\$2,502,973</u>	<u>\$167,929</u>	<u>\$2,335,044</u>	<u>1390%</u>	<u>\$167,929</u>	<u>\$2,335,044</u>	<u>1390%</u>
<b>GRANTS &amp; SUBSIDIES</b>							
LTF Sales Tax Revenue	\$8,190,872	\$7,977,460	\$213,412	3%	\$7,977,460	\$213,412	3%
FTA Operating Assistance	5,812,679	5,812,679	0	0%	5,812,679	0	0%
Measure A Sales Tax	2,249,309	2,201,740	47,569	2%	2,300,000	(50,691)	-2%
Other State/Local Subsidies	1,257,918	100,039	1,157,879	1157%	382,057	875,861	229%
Property Tax Revenue	1,443,664	1,415,357	28,307	2%	1,415,357	28,307	2%
Subtotal	<u>\$18,954,442</u>	<u>\$17,507,275</u>	<u>\$1,447,167</u>	<u>8%</u>	<u>\$17,887,553</u>	<u>\$1,066,889</u>	<u>6%</u>
<b>OTHER INCOME</b>							
Advertising on Buses	\$350,000	\$300,000	\$50,000	17%	\$300,000	\$50,000	17%
Interest on Investments	37,000	64,083	(27,083)	-42%	57,530	(20,530)	-36%
Other Operating Revenue	36,096	35,000	1,096	3%	15,100	20,996	139%
Subtotal	<u>\$423,096</u>	<u>\$399,083</u>	<u>\$24,013</u>	<u>6%</u>	<u>\$372,630</u>	<u>\$50,466</u>	<u>14%</u>
Total Operating Revenue	<u>\$21,880,511</u>	<u>\$18,074,287</u>	<u>\$3,806,224</u>	<u>21%</u>	<u>\$18,428,112</u>	<u>\$3,452,399</u>	<u>19%</u>



## Operating Expense Detail FY 2021-22

	Draft FY 2021-22 Budget	Approved FY 2020-21 Budget	<u>Budget Change</u> Amount %		FY 2020-21 Estimate	<u>Budget Change</u> Amount %	
<b>ROUTE OPERATIONS</b>							
Drivers	\$11,412,412	\$10,662,456	\$749,956	7%	\$10,429,234	\$983,178	9%
Dispatch & Supervision	847,859	680,818	167,041	25%	713,529	134,330	19%
Hiring & Training	455,804	376,195	79,609	21%	327,272	128,532	39%
Risk & Safety	2,729,861	2,653,229	76,632	3%	2,716,493	13,368	0%
Transportation Subsidies	1,376,274	1,367,560	8,714	1%	1,367,560	8,714	1%
<i>Subtotal</i>	<u>\$16,822,210</u>	<u>\$15,740,258</u>	<u>\$1,081,952</u>	<u>7%</u>	<u>\$15,554,087</u>	<u>\$1,268,123</u>	<u>8%</u>
<b>VEHICLE MAINTENANCE</b>							
Mechanics	\$1,370,021	\$1,119,276	\$250,745	22%	\$1,126,149	\$243,872	22%
Cleaners & Fuelers	856,299	775,192	81,107	10%	747,200	109,099	15%
Supervision	874,211	740,089	134,122	18%	766,798	107,413	14%
Vehicle Consumables	1,547,532	1,579,562	(32,030)	-2%	1,576,754	(29,222)	-2%
Bus Parts & Supplies	713,300	700,400	12,900	2%	769,730	(56,430)	-7%
Vendor Services	60,000	55,000	5,000	9%	57,902	2,098	4%
Risk & Safety	135,744	133,524	2,220	2%	81,282	54,462	67%
<i>Subtotal</i>	<u>\$5,557,107</u>	<u>\$5,103,043</u>	<u>\$454,064</u>	<u>9%</u>	<u>\$5,125,815</u>	<u>\$431,292</u>	<u>8%</u>
<b>PASSENGER ACCOMMODATIONS</b>							
Passenger Facilities	\$658,974	\$645,338	\$13,636	2%	\$600,997	\$57,977	10%
Transit Development	403,695	489,111	(85,416)	-17%	367,898	35,797	10%
Marketing & Community Relations	444,302	210,627	233,675	111%	183,528	260,774	142%
Fare Revenue Collection	313,974	294,980	18,994	6%	279,819	34,155	12%
<i>Subtotal</i>	<u>\$1,820,945</u>	<u>\$1,640,056</u>	<u>\$180,889</u>	<u>11%</u>	<u>\$1,432,242</u>	<u>\$388,703</u>	<u>27%</u>
<b>GENERAL OVERHEAD</b>							
Finance	\$721,324	\$535,114	\$186,210	35%	\$539,695	\$181,629	34%
Personnel	210,448	224,743	(14,295)	-6%	182,813	27,635	15%
Utilities & Communication	270,590	264,600	5,990	2%	268,057	2,533	1%
Operating Facilities	436,018	424,917	11,101	3%	395,995	40,023	10%
District Administration	2,327,665	2,170,018	157,647	7%	2,082,701	244,964	12%
<i>Subtotal</i>	<u>\$3,966,045</u>	<u>\$3,619,392</u>	<u>\$346,653</u>	<u>10%</u>	<u>\$3,469,262</u>	<u>\$496,783</u>	<u>14%</u>
<b>Total Operating Expenses</b>	<u>\$28,166,307</u>	<u>\$26,102,749</u>	<u>\$2,063,558</u>	<u>8%</u>	<u>\$25,581,405</u>	<u>\$2,584,902</u>	<u>10%</u>

## Route Operations Detail

### FY 2021-22

	Draft	Approved				Budget Change	
	FY 2021-22	FY 2020-21	Budget Change		FY 2020-21	Budget Change	
	Budget	Budget	Amount	%	Estimate	Amount	%
<b>DRIVERS</b>							
Scheduled	\$6,242,408	\$5,839,999	\$402,409	7%	5,841,709	\$400,699	7%
Scheduled Overtime	324,724	381,421	(56,697)	-15%	299,368	25,356	8%
Unscheduled Pay	115,214	161,711	(46,497)	-29%	92,297	22,917	25%
Driver Lite Duty	1,000	4,152	(3,152)	-76%	0	1,000	n/a
FICA	588,396	559,803	28,593	5%	548,141	40,255	7%
Pension	1,019,284	877,239	142,045	16%	832,387	186,897	22%
Health	2,069,996	1,865,123	204,873	11%	1,852,654	217,342	12%
Sick Pay	142,270	173,686	(31,416)	-18%	172,492	(30,222)	-18%
Vacation Pay	562,606	523,515	39,091	7%	506,532	56,074	11%
Holiday Pay	267,979	205,520	62,459	30%	225,337	42,642	19%
Other Pay	35,246	27,679	7,567	27%	26,621	8,625	32%
Unemployment Insurance	23,289	27,108	(3,819)	-14%	19,274	4,015	21%
Uniforms	20,000	15,500	4,500	29%	12,420	7,580	61%
<i>Drivers Subtotal</i>	<i>\$11,412,412</i>	<i>\$10,662,456</i>	<i>\$749,956</i>	<i>7%</i>	<i>\$10,429,234</i>	<i>\$983,178</i>	<i>9%</i>
<b>DISPATCH &amp; SUPERVISION</b>							
Supervisors	\$245,920	\$235,660	\$10,260	4%	\$255,709	(\$9,789)	-4%
Staff	241,253	184,621	56,632	31%	196,014	45,239	23%
FICA	46,829	38,090	8,739	23%	38,602	8,227	21%
Pension	57,605	35,295	22,310	63%	46,074	11,531	25%
Health	130,283	108,568	21,715	20%	99,426	30,857	31%
Sick Pay	40,524	12,050	28,474	236%	12,467	28,057	225%
Vacation Pay	57,070	38,493	18,577	48%	42,910	14,160	33%
Holiday Pay	17,006	13,245	3,761	28%	15,657	1,349	9%
Other Pay	10,366	13,842	(3,476)	-25%	5,989	4,377	73%
Unemployment Insurance	1,003	954	49	5%	680	323	48%
<i>Dispatch &amp; Supe. Subtotal</i>	<i>\$847,859</i>	<i>\$680,818</i>	<i>\$167,041</i>	<i>25%</i>	<i>\$713,529</i>	<i>\$134,330</i>	<i>19%</i>
<b>HIRING &amp; TRAINING</b>							
Staff	\$67,432	\$39,245	\$28,187	72%	\$38,979	\$28,453	73%
Student Drivers	159,820	155,930	3,890	2%	144,261	15,559	11%
Existing Drivers/Supers	68,418	66,853	1,565	2%	28,664	39,754	139%
FICA	24,292	21,117	3,175	15%	12,730	11,562	91%
Pension	15,606	11,476	4,130	36%	12,780	2,826	22%
Health	50,516	30,470	20,046	66%	35,988	14,528	40%
Sick Pay	5,108	2,053	3,055	149%	4,016	1,092	27%
Vacation Pay	11,582	7,737	3,845	50%	7,337	4,245	58%
Holiday Pay	5,925	3,479	2,446	70%	4,132	1,793	43%
Other Pay	1,951	747	1,204	161%	2,007	(56)	-3%
Unemployment Insurance	154	88	66	75%	245	(91)	-37%
Medical Exams & License Fees	30,000	22,000	8,000	36%	24,664	5,336	22%
Employment Advertising	10,000	10,000	0	0%	8,031	1,969	25%
Training, Travel & Meetings	5,000	5,000	0	0%	3,437	1,563	45%
<i>Hiring &amp; Training Subtotal</i>	<i>\$455,804</i>	<i>\$376,195</i>	<i>\$79,609</i>	<i>21%</i>	<i>\$327,272</i>	<i>\$128,532</i>	<i>39%</i>

## Route Operations Detail FY 2021-22

	Draft FY 2021-22 Budget	Approved FY 2020-21 Budget	Budget Change		FY 2020-21 Estimate	Budget Change	
			Amount	%		Amount	%
<b><i>RISK &amp; SAFETY</i></b>							
<b><i>Wages &amp; Benefits</i></b>							
Staff	\$101,009	\$159,079	(\$58,070)	-37%	\$161,130	(\$60,121)	-37%
Supervisors	313,240	310,732	2,508	1%	311,672	1,568	1%
Driver Accident Pay	1,974	1,938	36	2%	850	1,124	132%
FICA	36,761	41,350	(4,589)	-11%	41,362	(4,601)	-11%
Pension	42,680	48,544	(5,864)	-12%	45,644	(2,964)	-6%
Health	120,006	123,372	(3,366)	-3%	114,723	5,283	5%
Sick Pay	15,146	15,485	(339)	-2%	20,756	(5,610)	-27%
Vacation Pay	30,845	33,232	(2,387)	-7%	38,000	(7,155)	-19%
Holiday Pay	14,442	15,584	(1,142)	-7%	15,356	(914)	-6%
Other Pay	3,878	4,472	(594)	-13%	6,444	(2,566)	-40%
Unemployment Insurance	868	1,087	(219)	-20%	703	165	24%
Wages & Benefits Subtotal	\$680,849	\$754,875	(\$74,026)	-10%	\$756,639	(\$75,790)	-10%
<b><i>Public Liability</i></b>							
Professional Services	\$169,886	\$164,823	\$5,063	3%	\$133,962	\$35,924	27%
Insurance	539,995	416,574	123,421	30%	430,000	109,995	26%
Current Year Incident Payouts	50,000	50,000	0	0%	0	50,000	n/a
Current Year Incident Reserve	100,000	100,000	0	0%	125,000	(25,000)	-20%
Prior Years Incident Payouts	150,000	25,000	125,000	500%	250,000	(100,000)	-40%
Change in Prior Years Reserves	(120,000)	(25,000)	(95,000)	380%	0	(120,000)	n/a
Public Liability Subtotal	\$889,881	\$731,397	\$158,484	22%	\$938,962	(\$49,081)	-5%
<b><i>Workers' Compensation</i></b>							
Professional Services	\$303,881	\$303,040	\$841	0%	\$269,362	\$34,519	13%
Insurance	185,250	143,917	41,333	29%	165,623	19,627	12%
Current Year Incident Payouts	50,000	50,000	0	0%	21,347	28,653	134%
Current Year Incident Reserves	400,000	250,000	150,000	60%	52,273	347,727	665%
Prior Years Incident Payouts	500,000	400,000	100,000	25%	497,897	2,103	0%
Change in Prior Years Reserves	(300,000)	0	(300,000)	n/a	0	(300,000)	n/a
Miscellaneous Risk & Safety	20,000	20,000	0	0%	14,390	5,610	39%
Workers' Comp Subtotal	\$1,159,131	\$1,166,957	(\$7,826)	-1%	\$1,020,892	\$138,239	14%
<b><i>Risk &amp; Safety Subtotal</i></b>	<b><i>\$2,729,861</i></b>	<b><i>\$2,653,229</i></b>	<b><i>\$76,632</i></b>	<b><i>3%</i></b>	<b><i>\$2,716,493</i></b>	<b><i>\$13,368</i></b>	<b><i>0%</i></b>
<b><i>TRANSPORTATION SUBSIDIES</i></b>							
ADA Paratransit Service	\$1,010,274	\$1,001,560	\$8,714	1%	\$1,001,560	\$8,714	1%
Pandemic-Related Loss Relief	366,000	366,000	0	0%	366,000	0	0%
Transportation Subsidies Subtotal	\$1,376,274	\$1,367,560	\$8,714	1%	\$1,367,560	\$8,714	1%
<b><i>Total Route Operations</i></b>	<b><i>\$16,822,210</i></b>	<b><i>\$15,740,258</i></b>	<b><i>\$1,081,952</i></b>	<b><i>7%</i></b>	<b><i>\$15,554,087</i></b>	<b><i>\$1,268,123</i></b>	<b><i>8%</i></b>

## Vehicle Maintenance Detail

### FY 2021-22

	Draft	Approved				Budget Change	
	FY 2021-22	FY 2020-21	Budget Change		FY 2020-21	Budget Change	
	Budget	Budget	Amount	%	Estimate	Amount	%
<b>MECHANICS</b>							
Mechanics	\$794,972	\$652,443	\$142,529	22%	\$611,986	\$182,986	30%
Less Mechanic Capital Labor	(32,132)	(31,165)	(967)	3%	(33,197)	1,065	-3%
Mechanics-OT	71,288	57,788	13,500	23%	91,712	(20,424)	-22%
FICA	74,490	61,059	13,431	22%	62,119	12,371	20%
Pension	98,153	80,765	17,388	22%	72,547	25,606	35%
Health	221,481	178,431	43,050	24%	174,658	46,823	27%
Sick Pay	27,152	13,713	13,439	98%	35,332	(8,180)	-23%
Vacation Pay	45,226	50,420	(5,194)	-10%	52,322	(7,096)	-14%
Holiday Pay	33,418	22,426	10,992	49%	25,385	8,033	32%
Other Paid Leave	1,671	1,371	300	22%	1,089	582	53%
Unemployment Insurance	2,002	1,925	77	4%	1,789	213	12%
Uniforms	18,000	18,000	0	0%	17,206	794	5%
Tool Allowance	14,300	12,100	2,200	18%	13,200	1,100	8%
<i>Mechanics Subtotal</i>	<u>\$1,370,021</u>	<u>\$1,119,276</u>	<u>\$250,745</u>	22%	<u>\$1,126,149</u>	<u>\$243,872</u>	22%
<b>CLEANERS &amp; FUELERS</b>							
Service Workers	\$480,785	\$430,371	\$50,414	12%	\$401,667	\$79,118	20%
FICA	41,324	38,460	2,864	7%	35,134	6,190	18%
Pension	75,794	64,810	10,984	17%	57,139	18,655	33%
Health	187,407	158,155	29,252	18%	176,137	11,270	6%
Sick Pay	12,569	12,915	(346)	-3%	14,967	(2,398)	-16%
Vacation Pay	24,836	40,200	(15,364)	-38%	33,904	(9,068)	-27%
Holiday Pay	19,713	17,034	2,679	16%	14,595	5,118	35%
Other Paid Leave	2,285	2,229	56	3%	178	2,107	1180%
Unemployment Insurance	1,722	1,778	(56)	-3%	1,444	278	19%
Uniforms	6,864	6,240	624	10%	7,399	(535)	-7%
Medical Exams & License Fees	3,000	3,000	0	0%	4,635	(1,635)	-35%
<i>Cleaners &amp; Fuelers Subtotal</i>	<u>\$856,299</u>	<u>\$775,192</u>	<u>\$81,107</u>	10%	<u>\$747,200</u>	<u>\$109,099</u>	15%
<b>SUPERVISION</b>							
Staff	\$528,182	\$451,142	\$77,040	17%	\$462,691	\$65,491	14%
FICA	46,048	39,403	6,645	17%	41,758	4,290	10%
Pension	59,834	51,147	8,687	17%	54,467	5,367	10%
Health	155,381	123,411	31,970	26%	123,562	31,819	26%
Sick Pay	11,749	12,949	(1,200)	-9%	25,372	(13,623)	-54%
Vacation Pay	33,966	31,297	2,669	9%	30,565	3,401	11%
Holiday Pay	23,370	15,539	7,831	50%	19,958	3,412	17%
Other Paid Leave	4,674	4,144	530	13%	5,778	(1,104)	-19%
Unemployment Insurance	1,007	1,057	(50)	-5%	979	28	3%
Training, Travel & Meetings	10,000	10,000	0	0%	1,666	8,334	500%
<i>Supervision Subtotal</i>	<u>\$874,211</u>	<u>\$740,089</u>	<u>\$134,122</u>	18%	<u>\$766,798</u>	<u>\$107,413</u>	14%

## Vehicle Maintenance Detail

### FY 2021-22

	Draft	Approved	Budget Change			Budget Change	
	FY 2021-22	FY 2020-21	Amount	%	FY 2020-21	Amount	%
	Budget	Budget			Estimate		
<b>VEHICLE CONSUMABLES</b>							
Bus Fuel	\$1,181,463	\$1,242,565	(\$61,102)	-5%	\$1,257,615	(\$76,152)	-6%
Oil & Lubricants	136,622	128,779	7,843	6%	154,295	(17,673)	-11%
Electric Vehicle Power	65,000	60,000	5,000	8%	28,851	36,149	125%
Tire Lease	152,447	139,098	13,349	10%	123,179	29,268	24%
Tire Mounting	12,000	9,120	2,880	32%	12,814	(814)	-6%
<i>Vehicle Consumables Subtotal</i>	<u>\$1,547,532</u>	<u>\$1,579,562</u>	<u>(\$32,030)</u>	<u>-2%</u>	<u>\$1,576,754</u>	<u>(\$29,222)</u>	<u>-2%</u>
<b>VEHICLE PARTS &amp; SUPPLIES</b>							
Bus Parts Issued	\$600,000	\$587,100	\$12,900	2%	\$664,410	(\$64,410)	-10%
Obsolete Parts Write Down	0	0	0	n/a	0	0	n/a
Shop Supplies	77,250	77,250	0	0%	85,588	(8,338)	-10%
Bus Servicing Supplies	15,450	15,450	0	0%	6,636	8,814	133%
Hazmat Disposal & Compliance	20,600	20,600	0	0%	13,097	7,503	57%
<i>Veh. Parts &amp; Supplies Subtotal</i>	<u>\$713,300</u>	<u>\$700,400</u>	<u>\$12,900</u>	<u>2%</u>	<u>\$769,730</u>	<u>(\$56,430)</u>	<u>-7%</u>
<b>VENDOR BUS REPAIRS</b>							
Vandalism Repairs	\$5,000	\$5,000	\$0	0%	\$1,505	\$3,495	232%
Accident Damage Repairs	5,000	5,000	0	0%	566	4,434	784%
Accident Claim Collections	(10,000)	(15,000)	5,000	-33%	(1,649)	(8,351)	506%
Other Vendor Repairs	60,000	60,000	0	0%	57,481	2,519	4%
<i>Vendor Bus Repairs Subtotal</i>	<u>\$60,000</u>	<u>\$55,000</u>	<u>\$5,000</u>	<u>9%</u>	<u>\$57,902</u>	<u>\$2,098</u>	<u>4%</u>
<b>RISK &amp; SAFETY</b>							
Workers' Comp Services	\$15,994	\$15,949	\$45	0%	\$17,537	(\$1,543)	-9%
Workers' Comp Insurance	9,750	7,575	2,175	29%	8,717	1,033	12%
Current Year Incident Payouts	10,000	10,000	0	0%	0	10,000	n/a
Current Year Incident Reserve	25,000	25,000	0	0%	0	25,000	n/a
Prior Years Incident Payouts	50,000	50,000	0	0%	14,252	35,748	251%
Change in Prior Years Reserves	25,000	25,000	0	0%	40,777	(15,777)	-39%
<i>Risk &amp; Safety Subtotal</i>	<u>\$135,744</u>	<u>\$133,524</u>	<u>\$2,220</u>	<u>2%</u>	<u>\$81,282</u>	<u>\$54,462</u>	<u>67%</u>
<b>Total Vehicle Maintenance</b>	<u><b>\$5,557,107</b></u>	<u><b>\$5,103,043</b></u>	<u><b>\$454,064</b></u>	<u><b>9%</b></u>	<u><b>\$5,125,815</b></u>	<u><b>\$431,292</b></u>	<u><b>8%</b></u>

## FY 2021-22

	Draft FY 2021-22 Budget	Approved FY 2020-21 Budget	Budget Change		FY 2020-21 Estimate	Budget Change	
			Amount	%		Amount	%
<b>PASSENGER FACILITIES</b>							
<u>Wages &amp; Benefits</u>							
Supervisors	\$164,530	\$160,249	\$4,281	3%	\$148,851	\$15,679	11%
TC Advisors	121,653	114,599	7,054	6%	102,164	19,489	19%
Bus Stop Maintenance	45,909	41,532	4,377	11%	46,311	(402)	-1%
FICA	28,762	26,939	1,823	7%	26,351	2,411	9%
Pension	20,005	27,470	(7,465)	-27%	19,101	904	5%
Health	125,205	115,769	9,436	8%	108,080	17,125	16%
Sick Pay	11,818	4,708	7,110	151%	7,969	3,849	48%
Vacation Pay	17,064	16,484	580	4%	21,795	(4,731)	-22%
Holiday Pay	12,761	12,394	367	3%	10,528	2,233	21%
Other Paid Leave	2,241	2,174	67	3%	2,833	(592)	-21%
Unemployment Insurance	1,132	1,286	(154)	-12%	984	148	15%
Wages & Benefits Subtotal	\$551,080	\$523,604	\$27,476	5%	\$494,967	\$56,113	11%
<u>Buildings &amp; Grounds</u>							
TC Contract Maintenance	\$80,819	\$98,200	(\$17,381)	-18%	\$80,098	\$721	1%
TC Repairs/Supplies	5,000	5,000	0	0%	8,200	(3,200)	-39%
Bus Stop Repairs/Supplies	5,000	5,000	0	0%	4,553	447	10%
TC Property Insurance	17,075	13,534	3,541	26%	13,179	3,896	30%
Buildings & Grounds Subtotal	\$107,894	\$121,734	(\$13,840)	-11%	\$106,030	\$1,864	2%
Passenger Facilities Subtotal	<u>\$658,974</u>	<u>\$645,338</u>	<u>\$13,636</u>	2%	<u>\$600,997</u>	<u>\$57,977</u>	10%
<b>TRANSIT DEVELOPMENT</b>							
Staff	\$171,935	\$226,187	(\$54,252)	-24%	\$216,489	(\$44,554)	-21%
FICA	14,968	19,570	(4,602)	-24%	19,227	(4,259)	-22%
Pension	19,566	25,582	(6,016)	-24%	24,147	(4,581)	-19%
Health	50,113	66,528	(16,415)	-25%	72,370	(22,257)	-31%
Sick Pay	2,352	3,179	(827)	-26%	2,652	(300)	-11%
Vacation Pay	12,753	15,260	(2,507)	-16%	18,641	(5,888)	-32%
Holiday Pay	6,271	8,609	(2,338)	-27%	9,554	(3,283)	-34%
Other Paid Leave	2,352	2,583	(231)	-9%	4,053	(1,701)	-42%
Unemployment Insurance	385	613	(228)	-37%	515	(130)	-25%
Training, Travel & Meetings	3,000	3,000	0	0%	250	2,750	1098%
Planning Services & Supplies	120,000	118,000	2,000	2%	0	120,000	n/a
Transit Development Subtotal	<u>\$403,695</u>	<u>\$489,111</u>	<u>(\$85,416)</u>	-17%	<u>\$367,898</u>	<u>\$35,797</u>	10%
<b>MARKETING &amp; COMMUNITY RELATIONS</b>							
<u>Wages &amp; Benefits</u>							
Staff	\$159,347	\$68,609	\$90,738	132%	\$72,041	\$87,306	121%
FICA	13,823	6,306	7,517	119%	6,495	7,328	113%
Pension	15,095	8,243	6,852	83%	9,631	5,464	57%
Health	57,804	21,981	35,823	163%	21,938	35,866	163%
Sick Pay	5,506	4,952	554	11%	2,322	3,184	137%
Vacation Pay	8,271	5,975	2,296	38%	6,454	1,817	28%
Holiday Pay	5,506	3,128	2,378	76%	2,377	3,129	132%
Other Paid Leave	2,065	2,082	(17)	-1%	2,608	(543)	-21%
Unemployment Insurance	385	351	34	10%	339	46	14%
Wages & Benefits Subtotal	\$267,802	\$121,627	\$146,175	120%	\$124,205	\$143,597	116%

# **Passenger Accommodations Detail**

**FY 2021-22**

	Draft	Approved	Budget Change			Budget Change	
	FY 2021-22	FY 2020-21					
	Budget	Budget	Amount	%	Estimate	Amount	%
<b>MARKETING &amp; COMMUNITY RELATIONS (cont'd)</b>							
<u>Outside Services</u>							
Media Ad Placement	16,000	5,000	11,000	220%	0	16,000	n/a
Brochures & Publications	10,000	5,000	5,000	100%	198	9,802	4962%
Market Research	2,500	2,500	0	0%	552	1,948	353%
Promotional Giveaways	5,000	5,000	0	0%	0	5,000	n/a
Bus/Shuttle Decorations	0	1,500	(1,500)	-100%	0	0	n/a
Other Promotions	75,000	25,000	50,000	200%	16,421	58,579	357%
Route Schedules & Information	65,000	42,000	23,000	55%	42,152	22,848	54%
Training, Travel & Meetings	3,000	3,000	0	0%	0	3,000	n/a
Outside Services Subtotal	<u>\$176,500</u>	<u>\$89,000</u>	<u>\$87,500</u>	<u>98%</u>	<u>\$59,322</u>	<u>\$117,178</u>	<u>198%</u>
Marketing & Comm. Relations	<u>\$444,302</u>	<u>\$210,627</u>	<u>\$233,675</u>	<u>111%</u>	<u>\$183,528</u>	<u>\$260,774</u>	<u>142%</u>
<b>FARE REVENUE COLLECTION</b>							
<u>Wages &amp; Benefits</u>							
Staff	\$122,361	\$121,132	\$1,229	1%	\$114,611	\$7,750	7%
FICA	11,449	11,209	240	2%	11,189	260	2%
Pension	14,967	14,652	315	2%	14,760	207	1%
Health	65,783	58,446	7,337	13%	58,599	7,184	12%
Sick Pay	5,461	5,328	133	2%	7,000	(1,539)	-22%
Vacation Pay	13,653	12,071	1,582	13%	17,141	(3,488)	-20%
Holiday Pay	5,461	5,328	133	2%	5,306	155	3%
Other Paid Leave	2,731	2,664	67	3%	1,965	766	39%
Unemployment Insurance	308	350	(42)	-12%	294	14	5%
Wages & Benefits Subtotal	<u>\$242,174</u>	<u>\$231,180</u>	<u>\$10,994</u>	<u>5%</u>	<u>\$230,864</u>	<u>\$11,310</u>	<u>5%</u>
<u>Outside Services</u>							
Bank Processing Fees	\$51,800	\$43,800	\$8,000	18%	\$41,234	\$10,566	26%
Farebox Parts & Repairs	15,000	15,000	0	0%	7,722	7,278	94%
Tickets, Tokens & Transfers	5,000	5,000	0	0%	0	5,000	n/a
Outside Services Subtotal	<u>\$71,800</u>	<u>\$63,800</u>	<u>\$8,000</u>	<u>13%</u>	<u>\$48,955</u>	<u>\$22,845</u>	<u>47%</u>
Fare Revenue Collection Sbtl	<u>\$313,974</u>	<u>\$294,980</u>	<u>\$18,994</u>	<u>6%</u>	<u>\$279,819</u>	<u>\$34,155</u>	<u>12%</u>
Total Pssnger Accommodations	<u>\$1,820,945</u>	<u>\$1,640,056</u>	<u>\$180,889</u>	<u>11%</u>	<u>\$1,432,242</u>	<u>\$388,703</u>	<u>27%</u>

## General Overhead Detail

### FY 2021-22

	Draft	Approved				Budget Change	
	FY 2021-22	FY 2020-21	Budget Change		FY 2020-21	Budget Change	
	Budget	Budget	Amount	%	Estimate	Amount	%
FINANCE							
Staff	\$400,403	\$297,602	\$102,801	35%	\$297,146	\$103,257	35%
FICA	34,494	25,606	8,888	35%	26,014	8,480	33%
Pension	36,091	33,472	2,619	8%	35,388	703	2%
Health	154,862	93,501	61,361	66%	93,365	61,497	66%
Sick Pay	5,179	4,275	904	21%	1,555	3,624	233%
Vacation Pay	20,511	21,444	(933)	-4%	22,662	(2,151)	-9%
Holiday Pay	17,262	7,931	9,331	118%	12,643	4,619	37%
Other Paid Leave	7,552	3,470	4,082	118%	5,810	1,742	30%
Unemployment Insurance	770	613	157	26%	572	198	35%
Financial Audit Services	44,200	47,200	(3,000)	-6%	44,540	(340)	-1%
Finance Subtotal	\$721,324	\$535,114	\$186,210	35%	\$539,695	\$181,629	34%
PERSONNEL							
Staff	\$134,370	\$138,521	(\$4,151)	-3%	\$122,923	\$11,447	9%
FICA	11,502	12,023	(521)	-4%	10,672	830	8%
Pension	15,036	9,669	5,367	56%	9,452	5,584	59%
Health	33,247	45,455	(12,208)	-27%	23,622	9,625	41%
Sick Pay	2,891	1,545	1,346	87%	359	2,532	705%
Vacation Pay	4,420	6,555	(2,135)	-33%	8,567	(4,147)	-48%
Holiday Pay	5,783	7,025	(1,242)	-18%	4,752	1,031	22%
Other Paid Leave	2,891	3,512	(621)	-18%	2,074	817	39%
Unemployment Insurance	308	438	(130)	-30%	392	(84)	-21%
Personnel Subtotal	\$210,448	\$224,743	(\$14,295)	-6%	\$182,813	\$27,635	15%
UTILITIES							
Phone & Data Communications	\$95,000	\$89,600	\$5,400	6%	\$94,724	\$276	0%
Power, Water & Refuse	160,590	160,000	590	0%	151,399	9,191	6%
Two-Way Radios	15,000	15,000	0	0%	21,934	(6,934)	-32%
Utilities Subtotal	\$270,590	\$264,600	\$5,990	2%	\$268,057	\$2,533	1%
OPERATING FACILITIES							
Wages & Benefits							
Staff	\$61,651	\$61,512	\$139	0%	\$62,479	(\$828)	-1%
FICA	5,444	5,312	132	2%	5,542	(98)	-2%
Pension	7,116	6,943	173	2%	7,307	(191)	-3%
Health	12,356	10,952	1,404	13%	10,963	1,393	13%
Sick Pay	1,026	979	47	5%	721	305	42%
Vacation Pay	5,474	4,006	1,468	37%	6,682	(1,208)	-18%
Holiday Pay	2,737	2,671	66	2%	2,659	78	3%
Other Paid Leave	274	267	7	3%	359	(85)	-24%
Unemployment Insurance	154	175	(21)	-12%	147	7	5%
Wages & Benefits Subtotal	\$96,232	\$92,817	\$3,415	4%	\$96,860	(\$628)	-1%



## General Overhead Detail

### FY 2021-22

	Draft	Approved					
	FY 2021-22	FY 2020-21	Budget Change		FY 2020-21	Budget Change	
	Budget	Budget	Amount	%	Estimate	Amount	%
OPERATING FACILITIES (cont'd)							
Service Vehicles							
Parts & Repairs	\$15,000	\$15,000	\$0	0%	\$24,066	(\$9,066)	-38%
Fuel	38,400	40,000	(1,600)	-4%	39,282	(882)	-2%
Service Vehicles Subtotal	\$53,400	\$55,000	(\$1,600)	-3%	\$63,348	(\$9,948)	-16%
Buildings & Grounds							
Contract Maintenance	\$107,680	\$107,680	\$0	0%	\$95,600	\$12,080	13%
Overpass Site Maintenance	20,000	10,000	10,000	100%	8,648	11,352	131%
B&G Repairs/Supplies	80,000	100,000	(20,000)	-20%	78,746	1,254	2%
Property Insurance	78,706	59,420	19,286	32%	52,793	25,913	49%
Buildings & Grounds Subtotal	\$286,386	\$277,100	\$9,286	3%	\$235,787	\$50,599	21%
Operating Facilities Subtotal	\$436,018	\$424,917	\$11,101	3%	\$395,995	\$40,023	10%
DISTRICT ADMINISTRATION							
Wages & Benefits							
Staff	\$635,870	\$651,679	(\$15,809)	-2%	\$671,029	(\$35,159)	-5%
FICA	66,074	58,883	7,191	12%	55,348	10,726	19%
Pension	96,931	91,431	5,500	6%	93,900	3,031	3%
Health	215,934	181,809	34,125	19%	192,520	23,414	12%
Sick Pay	51,913	11,296	40,617	360%	8,532	43,381	508%
Vacation Pay	100,888	73,171	27,717	38%	65,756	35,132	53%
Holiday Pay	29,183	25,819	3,364	13%	28,695	488	2%
Other Paid Leave	9,076	7,746	1,330	17%	10,723	(1,647)	-15%
Unemployment Insurance	1,309	1,339	(30)	-2%	1,324	(15)	-1%
Wages & Benefits Subtotal	\$1,207,178	\$1,103,173	\$104,005	9%	\$1,127,827	\$79,351	7%
Administrative Services							
Directors Fees	\$10,800	\$10,000	\$800	8%	\$15,840	(\$5,040)	-32%
Public Officials Insurance	106,687	88,845	17,842	20%	78,000	28,687	37%
Legal Counsel	80,000	75,000	5,000	7%	46,218	33,782	73%
Pension Administration	3,000	3,000	0	0%	0	3,000	n/a
Software Licenses & Equip Maint	250,000	215,000	35,000	16%	240,000	10,000	4%
Miscellaneous Services	100,000	100,000	0	0%	42,886	57,114	133%
Office & Computer Supplies	35,000	35,000	0	0%	25,976	9,024	35%
Dues & Subscriptions	55,000	55,000	0	0%	49,668	5,332	11%
Conferences, Meetings, Training	5,000	5,000	0	0%	1,500	3,500	233%
Employee Relations	30,000	30,000	0	0%	23,474	6,526	28%
Retiree Health Insurance	70,000	70,000	0	0%	66,613	3,387	5%
Mandated Fees & Permits	35,000	40,000	(5,000)	-13%	29,548	5,452	18%
Misc. Expenses & Losses	30,000	30,000	0	0%	9,176	20,824	227%
Bad Debts	10,000	10,000	0	0%	0	10,000	n/a
Covid-19 Expenses	300,000	300,000	0	0%	325,975		0%
Admin. Services Subtotal	\$1,120,487	\$1,066,845	\$53,642	5%	\$954,874	\$191,588	20%
District Admin. Subtotal	\$2,327,665	\$2,170,018	\$157,647	7%	\$2,082,701	\$270,938	13%
Total General Overhead	\$3,966,045	\$3,619,392	\$346,653	10%	\$3,469,262	\$522,758	15%

## Capital Budget Detail

FY 2021-22

	Total FY 21-22 Budget	=	New FY 21-22 Projects	+	Carryover FY 20-21 Projects	Approved FY 20-21 Budget
<b>REVENUE VEHICLE PURCHASES</b>						
40' Electric Buses	\$11,594,000		\$6,814,000		\$4,780,000	\$4,780,000
30' Electric Buses	0		0		0	175,000
35' Electric Buses	3,119,726		3,119,726		0	0
30' Electric Capital Lease (6)	380,000		380,000		0	380,000
Microtransit Vans	654,000		0		654,000	654,000
Paratransit Vans (4)	223,000		223,000		0	0
Subtotal	\$15,970,726		\$10,536,726		\$5,434,000	\$5,989,000
<b>REVENUE VEHICLE IMPROVEMENTS</b>						
Fleet Renewal Campaign	\$3,646,000		\$2,471,000		\$1,175,000	\$1,725,000
COVID-19 Safety Improvements	0		0		0	700,000
Ongoing Component Replacements	125,000		125,000		0	150,000
Subtotal	\$3,771,000		\$2,596,000		\$1,175,000	\$2,575,000
<b>OPERATING FACILITIES</b>						
T2 Facility Improvements	\$3,170,000		\$1,700,000		\$1,470,000	\$1,500,000
T1 Facility Improvements	208,000		208,000		0	50,000
Electric Bus Infrastructure	1,775,000		450,000		1,325,000	1,400,000
Facilities Master/Other Plans	0		0		0	35,000
Calle Real Development	150,000		150,000		0	150,000
Subtotal	\$5,303,000		\$2,508,000		\$2,795,000	\$3,135,000
<b>PASSENGER FACILITIES</b>						
Passenger Facility Improvements	\$25,000		\$25,000		\$0	\$735,000
Bus Stop Improvements	400,000		400,000		0	250,000
Subtotal	\$425,000		\$425,000		\$0	\$985,000
<b>INTELLIGENT TRANSPORTATION SYS.</b>						
AVL & ITS Systems	\$79,000		\$79,000		\$0	\$75,000
Contactless Fare Payment System	1,600,000		1,600,000		0	50,000
Subtotal	\$1,679,000		\$1,679,000		\$0	\$125,000
<b>INFORMATION SYSTEMS</b>						
Business Software	\$1,500,000		\$1,500,000		\$0	\$50,000
IT Systems & Security	210,000		210,000		0	100,000
Subtotal	\$1,710,000		\$1,710,000		\$0	\$150,000
<b>OTHER EQUIPMENT</b>						
Shop Equipment	\$29,000		\$29,000		\$0	\$25,000
Service Vehicles	150,000		150,000		0	154,000
Office Equipment & Furniture	110,000		110,000		0	10,000
Subtotal	\$289,000		\$289,000		\$0	\$189,000
Total Capital Projects	\$29,147,726		\$19,743,726		\$9,404,000	\$13,148,000



## BOARD OF DIRECTORS REPORT

**MEETING DATE:** JUNE 1, 2021 **AGENDA ITEM: #8**

**DEPARTMENT:** PLANNING

**TYPE:** ACTION ITEM

**PREPARED BY:** VALERIE WHITE, PURCHASING AGENT \_\_\_\_\_  
Signature

**REVIEWED BY:** JERRY ESTRADA, GENERAL MANAGER \_\_\_\_\_  
Signature

**SUBJECT:** SHORT RANGE TRANSIT PLAN CONTRACT RECOMMENDATION

### RECOMMENDATION:

Based upon the discussion that follows, staff recommends that the Board authorize a contract award to Stantec Consulting Services (Stantec) to identify the necessary resources and priorities for MTD to continue to provide quality transit services for the five-year planning horizon by developing a Short Range Transit Plan (SRTP) for a firm, fixed fee of \$114,999.

### DISCUSSION:

An SRTP is required by any transit operator directly receiving federal funds (per statutory provisions set forth in 49 U.S.C. 5303-4 and 23 U.S.C. 134-135). A comprehensive SRTP can become a useful guide to advance performance-based operations, grow ridership and identify financial resources. The Planning Department at MTD is committed to making sure such plans are cooperative and prioritized community outreach in an SRTP Scope of Services. Defined SRTP goals included:

- Analyzing and reporting on *Existing Conditions*, based on both existing pandemic conditions and pre-pandemic conditions.
- Performing a *Community Needs Assessment*, which comprises of Board and stakeholder input along with bilingual community-wide outreach to assess the transit needs of different segments of the population.
- Systematizing with the goals, objectives, and strategies of *Strategic Plan 2016-2021*, the Zero-Emission Bus Feasibility Study: *ZEB Power Modeling*, and MTD's recently developed *Facilities Master Plan*, which assessed and provided recommendations to address MTD's facility needs and the needs of the agency as MTD moves towards a fully battery-electric fleet by 2030.

The last SRTP adopted by MTD's Board was in 2014 and was developed in-house. Grant opportunities provided to transit operators for the development of an SRTP are made available and have been applied for by MTD staff three times, with the last application approved. MTD's objective is to utilize the 2020 awarded Sustainable Communities Grant to engage with a professional planning consultant that will offer broader and more combined experiences to develop MTD's system optimization plans with consideration of short and long term opportunities, trends, and challenges of local, regional, and national public transit. In addition, having an updated SRTP will present MTD more competitively in future applications for funding.

**SOLICITATION:**

On February 4, 2021, MTD issued a Request for Proposals (RFP). The opportunity was posted on MTD's website, and public notices were placed in the *Ventura County Star* and *Santa Barbara News-Press*. In addition, prior to the RFP staff conducted a thorough market analysis/research to connect and engage with transit planning consultants. Conclusively, 19 firms were directly provided with the RFP. However at the time of the submittal due date on March 24, 2021, Stantec was the only responding party.

Immediately, staff contacted non-bidding firms to determine the reason for a Single Bid. Potential sources unanimously identified high demand and heavy workload commitments for transit consulting –circumstances beyond MTD's control. In addition, the Sustainable Communities Grant had timeline constraints that did not allow for any further delays to the schedule. Thus, MTD staff continued with the solicitation process and evaluated Stantec's proposal.

The proposal was deemed both responsive and responsible. Steve Maas, MTD Grants and Compliance Manager, and Hillary Blackerby, MTD Planning and Marketing Manager, independently reviewed and scored the proposals, yielding a combined score of 18.85 of 20 possible points after review of the technical qualifications, community outreach effectiveness, personnel, work plan, and price. Stantec's proposal highlighted 30 years of experience with more than 250 transit systems across North America, including previous consulting work with MTD. The Stantec team specializes in community engagement, and the proposed analysts in transit demand and route performance demonstrated results confirmed by work references. In the work plan, at times Stantec exceeded the Scope of Services requirements with their initial offer. Staff then requested a Best and Final Offer (BAFO) which resulted in a price proposal at \$114,999.

**BUDGET & FUNDING:**

As mentioned, the primary funding source for the SRTP is the *FY 2020-21 Caltrans Sustainable Transportation Planning – Sustainable Communities Grant*, a Federal Transit Administration 5304 fund, awarded to MTD for \$100,039. This required a local contribution at a minimum of \$12,961 in matching funds. So, the total Grant application project cost estimate was \$113,000. The offer from Stantec for \$114,999 is \$1,999 over the initial Grant budget. This increases MTD's local, cash contribution from the operating budget to a total of \$14,960.

**PRICE ANALYSIS:**

Prior to the solicitation, staff performed an Independent Cost Estimate (ICE) reviewing SRTP contracts with transit consulting firms at six other transit systems. The budgetary estimate anticipated \$132,281. Given Stantec's offer is \$17,282 less than the ICE, staff has deemed the price to be fair and reasonable.

**CONTRACT AWARD & EXECUTION:**

If the contract award is authorized by the Board today, staff will issue Stantec a *Notification of Contingent Award* indicating MTD's intent to execute a contract for the development of an SRTP upon verification of the necessary insurance for an SRTP. Once all required documents are received/verified the contract will be executed and project work will commence immediately.

**ATTACHMENT:**

- Short Range Transit Plan with Stantec Consulting Services Agreement (including Scope of Services, Proposal and BAFO)

# **Santa Barbara Metropolitan Transit District**

## ***Short Range Transit Plan***

### **MASTER AGREEMENT with Stantec Consulting Services Inc.**

THIS AGREEMENT is entered into by and between Santa Barbara Metropolitan Transit District, an incorporated transit district under Sections 95000, et seq. of the California Public Utilities Code ("MTD"), and Stantec Consulting Services Inc., a New York design and consulting firm ("Contractor"), at Santa Barbara, California, as of the later date set forth below the signatures executing this Agreement.

#### **WHEREAS:**

- A. MTD desires to engage Contractor for the development of MTD's Short Range Transit Plan (the "Project");
- B. Contractor represents that it has the knowledge and experience to carry out the Project, and desires to carry out the Project pursuant to the terms and conditions hereof, and;
- C. Based upon the representations made by Contractor, MTD desires to retain the services of Contractor to carry out the aforesaid Project, upon the within terms and conditions.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

- 1. Effect of Recitals. The foregoing recitals are hereby made express provisions of this Agreement.
- 2. FTA Provisions. The Project is funded in part by the Federal Transit Administration of the U.S. Department of Transportation and, as such, this Agreement is subject to the terms and conditions contained in *Federal Transit Administration: Contract Provisions* which is attached hereto as Exhibit "A" and incorporated herein by this reference.
- 3. Public Works Provisions. Not applicable to this agreement.
- 4. Scope of Services. MTD has heretofore issued on February 17, 2021, the Scope of Services contained in Request for Proposals for Short Range Transit Plan, a true copy of which is attached hereto as Exhibit "B" and incorporated herein by this reference.
- 5. Proposal. Contractor has heretofore submitted on March 23, 2021, a proposal to carry out the Project, and subsequently a Best and Final Offer on May 4, 2021, true copies of relevant parts that are attached hereto as Exhibit "C" and incorporated herein by this reference.
- 6. Order of Control. Contractor shall carry out the Project described in Exhibit "B" to this Agreement for the price quoted in Exhibit "C". All work and services shall be performed according to and controlled by the terms and provisions of this Agreement and the exhibits attached hereto. In the event of any conflict between the contract documents, the following order of control shall prevail: MTD Master Agreement, Exhibit "A", Exhibit "B", Exhibit "C".
- 7. Contract Price. Contractor shall carry out the Project for a fixed price of \$114,999 with progressive payments which is in accordance with Exhibit "C".
- 8. Payment. Contractor shall submit invoice to MTD upon completion of each Project Task. Payment from MTD shall be made to Contractor no later than thirty (30) days after acceptance by MTD (see paragraph 15) and receipt of a valid invoice, which shall be sent via email to: Santa Barbara MTD, Attn: Hillary Blackerby at [hblackerby@sbmtd.gov](mailto:hblackerby@sbmtd.gov) with a copy to [AP@sbmtd.gov](mailto:AP@sbmtd.gov).
- 9. Taxes. MTD is exempt from the payment of Federal Excise and Transportation taxes. Unless specified otherwise in the Agreement, MTD is subject to applicable California Sales Tax for Santa Barbara County which shall have been included in the Contractor's proposal price and shall be included on the Contractor's invoice.
- 10. Project Schedule. Performance shall commence within five calendar days of the date of the notice to proceed.

11. Delivery & Freight. Unless specified otherwise in the Scope of Services, any item provided under this Agreement shall be delivered FOB Santa Barbara to 550 Olive Street, Santa Barbara, CA 93101. Any Project freight and delivery charges shall have been already included in the Contractor's proposal price and shall not be paid otherwise by MTD.

12. Title & Risk of Loss. The Contractor shall have title to and bear the risk of any loss of or damage to any item provided hereunder until delivered and, if applicable pursuant to this Agreement or standard industry practice, installed or otherwise set up for usage. Upon such delivery and applicable installation and setup, title shall pass from the Contractor to MTD, and the Contractor's responsibility for loss or damage shall cease, except for loss or damage resulting from the Contractor's negligence. Such passing of title shall not constitute acceptance of an item by MTD. The Contractor shall further warrant that the title to any item provided hereunder is free from all claims, encumbrances and liens.

13. Damages. All losses or damages arising from any unforeseen circumstances, either natural or artificial, which may be encountered by the Contractor during the performance of the Project under this Agreement shall be sustained solely by the Contractor. This provision shall also apply to losses or damages resulting from any act or omission not authorized by this Agreement on the part of the Contractor or any agent or person employed by the Contractor.

14. Defective, Damaged or Noncompliant Work. Any items, services, work or systems acquired pursuant to this Agreement found to be defective, damaged or non-compliant with the Scope of Services at the time of delivery or installation shall be replaced by the Contractor without additional cost to MTD. If the Contractor should fail to promptly comply with any order to replace or repair any defective items, services, work or systems, MTD shall have the authority to deduct the cost of such replacement or repair from any compensation due or to become due to the Contractor. Nothing in this section shall limit or restrict any warranty provisions of this Agreement or any exhibits hereto.

15. Acceptance. All items, services, work or systems to be furnished by the Contractor pursuant to this Agreement shall be subject to acceptance by MTD. MTD shall inspect such deliverables to determine acceptability no later than ten (10) calendar days after said deliverables are received and, if applicable under the Agreement or standard industry practice, installed or otherwise set up for usage. Acceptance shall occur when it is determined by MTD that all items, services, work or systems provided pursuant to this Agreement are in compliance with the Scope of Services or any other applicable contract documents. Upon acceptance, formal notification thereof shall be made by MTD via notice to the Contractor.

16. Warranty. The Contractor shall warrant to MTD that, for five (5) years after MTD's full acceptance of items, services, work or systems, each shall conform with the requirements hereof and be free of defects. In addition to other remedies which may be available, MTD may at its option return any non-conforming or defective items to the Contractor and/or require correction or replacement of said item when the defect is discovered, all at the Contractor's risk and expense. If MTD does not require such correction or replacement of non-conforming or defective items, the Contractor shall repay such portion of the payment specified herein or such additional amount as is equitable under the circumstances. The rights of MTD hereunder are in addition to, and not limited by, the Contractor's standard warranties. Acceptance of items, services, work or systems by MTD, or payment therefor, shall not relieve the Contractor of its obligations thereunder.

17. Changes. Any changes or modifications to this Agreement must be in writing, and agreed to by both parties.

18. Insurance.

a. Contractor's Insurance Representations to MTD.

i. It is expressly understood and agreed that the insurance coverages required herein:

A. represent MTD's minimum requirements and are not to be construed to void or limit Contractor's indemnity obligations as contained in this Agreement nor represent in any manner a determination of the insurance coverages Contractor should or should not maintain for its own protection; and

B. are being, or have been, obtained by Contractor in support of Contractor's liability and indemnity obligations under this Agreement. Irrespective of the requirements as to insurance to be carried as provided for herein, the insolvency, bankruptcy, or failure of any insurance company carrying insurance

of Contractor, or the failure of any insurance company to pay claims accruing, shall not be held to affect, negate, or waive any of the provisions of this Agreement.

ii. Failure to obtain and maintain the required insurance shall constitute a material breach of, and default under this Contract. If Contractor shall fail to remedy such breach within five (5) business days after written notice by MTD, Contractor will be liable for any and all costs, liabilities, damages and penalties resulting to MTD from such breach, unless a written waiver of the specific insurance requirement(s) is provided to Contractor by MTD. In the event of any failure to Contractor to comply with the provisions of this portion of the Agreement, MTD may, without in any way compromising or waiving any right or remedy at law or in equity, on notice to Contractor, purchase such insurance, at Contractor's expense, provided that MTD shall have no obligation to do so and if MTD shall do so, Contractor shall not be relieved of or excused from the obligation to obtain and maintain such insurance amounts and coverages.

b. Conditions Affecting All Insurance Required Herein.

i. Cost of Insurance. All insurance coverage shall be provided at Contractor's sole expense.

ii. Maintenance of Insurance. All insurance coverage shall be maintained in effect with limits not less than those set forth below at all times during the term of this Agreement.

iii. Status and Rating of Insurance Company. All insurance coverage shall be written through insurance companies admitted to do business in California and with a Best's Financial Strength Rating of A- or better, as shown in the on-line version of Best's Rating & Criteria Center.

iv. Restrictive, Limiting, or Exclusionary Endorsements. All insurance coverage shall be provided to Contractor Parties in compliance with the requirements herein and shall contain no endorsements that restrict, limit, or exclude coverage in any manner without the prior express written approval of MTD.

v. Limits of Liability. The limits of liability may be provided by a single policy of insurance or by a combination of primary and umbrella policies, but in no event shall the total limits of liability available for any one occurrence or accident be less than the amount required herein.

vi. Notice of Cancellation, Nonrenewal, or Material Reduction in Coverage. In the event of cancellation, nonrenewal, or material reduction in coverage affecting the certificate holder, thirty (30) days prior written notice shall be given to the certificate holder by certified mail, return receipt requested, except in the event of cancellation for nonpayment, in which event fifteen (15) days prior written notice shall be given. If insurer will not include in its coverage such written notifications, it shall be incumbent upon Contractor to comply with such written notification requirements.

vii. Additional Insured Status. Additional insured status shall be provided in favor of MTD and its officers, employees and agents, including consultants, on all liability insurance required herein except workers' compensation/employer's liability and the certificate of insurance shall reflect same. Such additional insured coverage shall be primary to and shall seek no contribution from all insurance available to MTD, with MTD's insurance being excess, secondary, and noncontributing.

viii. Waiver of Subrogation. All insurance coverage carried by Contractor required herein shall provide a waiver of subrogation in favor of MTD for all loss covered by such insurance, and Contractor waives all rights of action against MTD for such loss.

ix. Primary Liability. All insurance coverage required herein shall be primary to and shall seek no contribution from all insurance available to MTD, with MTD's insurance being excess, secondary, and noncontributing. Where necessary, coverage shall be endorsed to provide such primary liability, and the certificate of insurance shall reflect same.

x. Deductible/Retention. All insurance required for this project shall have a maximum deductible or self-insured retention of \$10,000 per policy.

xi. Claims Against Aggregate. MTD must be notified in writing by Contractor at MTD's address set forth herein immediately upon knowledge of possible claims against Contractor that might cause a reduction below seventy-five (75%) of any aggregate limit of any primary policy.

c. Commercial General Liability Insurance.

- i. Coverage. Such insurance shall cover liability arising out of all locations and operations of Contractor, including but not limited to liability assumed under this Agreement (including the tort liability of another assumed in a business contract). Defense shall be provided as an additional benefit and not included within the limit of liability.
  - ii. Form. Commercial General Liability Occurrence form, at least as broad as an unmodified ISO CG 00 01 10 93 or its equivalent.
  - iii. Amount of Insurance. Coverage shall be provided with limits of not less than:
 

A. Each Occurrence Limit	\$1,000,000
B. General Aggregate Limit	\$2,000,000
C. Product-Completed Operations Aggregate Limit	\$2,000,000
D. Personal and Advertising Injury Limits	\$1,000,000
E. Fire Damage (any one fire)	\$50,000
F. Medical Expense (any one person)	\$5,000
  - iv. Required Endorsements.
    - A. Additional Insured status as required in 18(b)(vii), above.
    - B. Notice of Cancellation, Nonrenewal, or Material Reduction in Coverage, as required in 18(b)(vi), above.
    - C. Personal Injury Liability: The personal injury contractual liability exclusion shall be deleted.
    - D. Primary Liability, as required in 18(b)(ix), above.
    - E. Waiver of Subrogation, as required in 18(b)(viii), above.
    - F. Continuing Commercial General Liability Insurance: Contractor shall maintain such insurance in identical coverage, form, and amount, including required endorsements, for at least three (3) years following the date of acceptance by MTD of the last bus built pursuant to this Agreement.
- d. Auto Liability Insurance.
- i. Coverage. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned).
  - ii. Form. Business Auto Form (at least as broad as an unmodified ISO CA 0001 or its equivalent).
  - iii. Amount of Insurance. Coverage shall be provided with a limit of not less than \$1,000,000, combined single limit.
  - iv. Required Endorsements.
    - A. Additional Insured status as required in 18(b)(vii), above.
    - B. Notice of Cancellation, Nonrenewal, or Material Reduction in Coverage, as required in 18(b)(vi), above.
    - C. Waiver of Subrogation, as required in 18(b)(viii), above.
- e. Workers' Compensation/Employer's Liability Insurance.
- i. Coverage. Such insurance shall cover liability arising out of Contractor's employment of workers and anyone for whom Contractor may be liable for workers' compensation claims. Workers' compensation insurance is required, and no "alternative" forms of insurance shall be permitted.
  - ii. Amount of Insurance. Coverage shall be provided with a limit of not less than:
 

A. Workers' Compensation:	Statutory limits
B. Employer's Liability:	\$1,000,000 each accident and disease.
  - iii. Required Endorsements.
    - A. Notice of Cancellation, Nonrenewal, or Material Reduction in Coverage, as required in 18(b)(vi), above.
    - B. Waiver of Subrogation, as required in 18(b)(viii), above.



f. Excess Liability Insurance.

i. Coverage. Such insurance shall be excess over and be no less broad than all coverages described above and shall include a drop-down provision.

ii. Form. This policy shall have the same inception and expiration dates and the commercial general liability insurance required above.

iii. Amount of Insurance. Coverage shall be provided with a limit of not less than \$1,000,000.

g. Professional Errors & Omissions Liability Insurance.

i. Coverage. Such insurance shall cover claims alleged to arise out of the negligent performance of Contractor's professional services.

ii. Amount of Insurance. Coverage shall be provided with a limit of not less than \$1,000,000 annual aggregate.

h. Other Insurance. MTD shall have the right, exercisable in its sole judgment at any time by giving prior written notice thereof to Contractor, to require Contractor to increase the limit and coverage amount of any insurance Contractor is required to maintain pursuant to this Agreement to an amount that MTD may, in its sole judgment, deem reasonably sufficient; and purchase other insurance and/or endorsement in such amounts or types as MTD may reasonably require from time to time.

19. Bonding. Not applicable to this agreement.

20. Termination. For applicable terms, refer to Paragraph 21 (Termination) in *Federal Transit Administration: Contract Provisions* which is attached hereto as Exhibit "A".

21. Liquidated Damages. Not applicable to this agreement.

22. Infringement of Patents. The Contractor agrees that it will, at its own expense, defend all suits and proceedings instituted against MTD and pay any award of damages assessed against MTD in such suits or proceedings, insofar as the same are based upon any claim that the items, services, work, systems, or any part thereof, or any tool, or process used in or for the Project, constitutes an infringement of any legal United States copyright or patent. MTD agrees that it will give the Contractor prompt notice in writing of the institution of the suit or proceeding and permits the Contractor through its counsel to defend the same and gives the Contractor all information, assistance and authority necessary for the Contractor to do so. In case said items, services, work, systems, or any part thereof, or any tool, or process used in or for the Project, is in such suit held to constitute infringement and use of same is enjoined, the Contractor shall, at its own expense and at its option, either procure for the MTD the right to continue using said items, services, work, systems, or any part thereof, or any tool, or process used in or for the Project, or replace same with non-infringing equipment, or modify it so it becomes non-infringing.

23. Rights in Data. Definitions. The term "subject data" used in this clause means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under this Agreement. Subject data includes graphic or pictorial delineation in media such as drawings or photographs; text in specifications or related performance or design-type documents; machine forms such as punched cards, magnetic tape, or computer memory printouts; and information retained in computer memory. Examples include, but are not limited to: computer software (including, but not limited to, source codes), engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information. The term "subject data" does not include financial reports, cost analyses, and similar information incidental to contract administration. *MTD Rights.* MTD reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for MTD purposes, any subject data or copyright. As used in the previous sentence, "for MTD purposes," means use only for the direct purposes of MTD. Without the copyright owner's consent, MTD may not extend its license to any other party. *Public Information.* When MTD awards a contract for experimental, developmental, or research work, it is MTD's general intention to increase transportation knowledge available to the public, rather than to restrict the benefits resulting from the work to participants in that work. Therefore, unless MTD determines otherwise, MTD and the Contractor performing experimental, developmental, or research work required by the contract agrees to permit MTD to make available to the public, either MTD's license in the copyright to any subject data developed in the course of that contract, or a copy of the subject data first produced under the

contract for which a copyright has not been obtained. If the experimental, developmental, or research work, which is the subject of the underlying contract, is not completed for any reason whatsoever, all data developed under that contract shall become subject data and shall be delivered as MTD may direct.

24. Indemnification. The Contractor shall, to the extent permitted by law protect, indemnify, defend, and hold MTD and its officers, employees and agents, including consultants, harmless from and against any and all liabilities, damages, claims, demands, liens, encumbrances, judgments, awards, losses, costs, expenses, and suits or actions or proceedings, including reasonable expenses, costs and attorneys' fees incurred by MTD and its officers, employees and agents, including consultants, in the defense, settlement or satisfaction thereof, for any injury, death, loss or damage to persons or property of any kind whatsoever, arising out of, or resulting from, the acts, errors or omissions of the Contractor, including acts, errors or omissions of its officers, employees, servants, agents, subcontractors and suppliers; and upon receipt of notice and if given authority, shall settle at its own expense or undertake at its own expense the defense of any such suit, action or proceeding, including appeals, against the MTD and its officers, employees and agents, including consultants, relating to such injury, death, loss or damage. Each party shall promptly notify the other in writing of the notice or assertion of any claim, demand, lien, encumbrance, judgment, award, suit, action or other proceeding hereunder. The Contractor shall have sole charge and direction of the defense of such suit, action or proceeding. The MTD shall not make any admission which might be materially prejudicial to the Contractor unless the Contractor has failed to take over the conduct of any negotiations or defense within a reasonable time after receipt of the notice and authority above provided. The MTD shall at the request of the Contractor furnish to the Contractor all reasonable assistance that may be necessary for the purpose of defending such suit, action or proceeding, and shall be repaid all reasonable costs incurred in doing so. The MTD shall have the right to be represented therein by advisory counsel of its own selection at its own expense. The obligations of the Contractor under this clause shall not extend to circumstances where the injury, or death, or damages is caused solely by the negligent acts, errors or omissions of the MTD, its officers, employees, agents or consultants, including negligence in the preparation of the Contract documents, or the giving of directions or instructions with respect to the requirements of the Contract by written order.

25. Notice. Notices in connection with this Agreement shall be made in writing and may be delivered either personally, by governmental postal service (regular, certified or registered), by private delivery service, or by email. Receipt shall be deemed to have occurred when actually made to the party or its designated agent. Such notices shall be properly addressed to the intended party as follows:

MTD:

Jerry Estrada, General Manager  
Santa Barbara Metropolitan Transit District  
550 Olive Street  
Santa Barbara, CA 93101  
Email: [jestrada@sbmtd.gov](mailto:jestrada@sbmtd.gov)

CONTRACTOR:

Sasha Pejicic, PMP, Principal -Transportation  
Stantec Consulting Services Inc  
835 Paramount Drive, Suite 200  
Stoney Creek, Ontario, L8J 0B4  
Email: [sasha.pejicic@stantec.com](mailto:sasha.pejicic@stantec.com)

26. Attorney Fees and Costs. In the event of a controversy (including, but not limited to arbitration or an criminal or civil filing in a Federal Court or a court of any of the United States) between the parties with respect to the enforcement or interpretation of this Agreement, the prevailing party in such controversy shall be entitled to receive, in addition to such other award as the court may deem appropriate, full reimbursement for its court costs and reasonable attorney fees incurred therein.

27. Negation of Partnership. This Agreement creates a relationship between two independent contractors and does not, nor may it be interpreted to, create the relationship of joint venturers, partners, employee/employer, or any other business relationship.

28. No Assignment. This Agreement is not assignable by either party, and any attempt by either party to assign its obligations hereunder shall be void ab initio at the election of the other party, which election may be made by written notice within ten (10) days of the non-assigning party's receipt of actual knowledge of such attempted assignment. Notwithstanding the foregoing, however, at the election of the other party, the obligations and burdens of a party shall bind and apply to any permitted successor in interest or assignee of the business and/or operations of a party.

29. Partial Invalidity. In the event that any portion of this Agreement or any provision hereof shall be deemed as invalid as contrary to applicable law, the balance of this Agreement shall be enforced according to its term, and that portion found unenforceable shall be interpreted and enforced to the extent that it may be within said applicable laws.

30. Disputes. This Agreement shall be construed and all disputes arising therefrom shall be settled in accordance with the laws of the State of California. Venue for any dispute arising under this Agreement shall be in Santa Barbara, California. Any controversy or claim arising out of or relating to this Agreement shall be resolved by binding arbitration before a single arbitrator in accordance with the Commercial Arbitration Rules of the American Arbitration Association ("AAA") then pertaining (available at [www.adr.org](http://www.adr.org)), except where those rules conflict with this provision, in which case this provision controls. Any court with jurisdiction shall enforce this clause and enter judgment on any award. The arbitrator shall be selected within twenty business days from commencement of the arbitration from the AAA's National Roster of Arbitrators pursuant to agreement or through selection procedures administered by the AAA. Within 45 days of initiation of arbitration, the Parties shall reach agreement upon and thereafter follow procedures, including reasonable limits on discovery, assuring that the arbitration will be concluded and the award rendered within no more than eight months from selection of the arbitrator or, failing agreement, procedures meeting such time limits will be designed by the AAA and adhered to by the Parties. The arbitration shall be held in Santa Barbara, California and the arbitrator shall apply the substantive law of California, except that the interpretation and enforcement of this arbitration provision shall be governed by the Federal Arbitration Act. Prior to commencement of arbitration, emergency relief is available from any court to avoid irreparable harm. THE ARBITRATOR SHALL NOT AWARD EITHER PARTY PUNITIVE, EXEMPLARY, MULTIPLIED OR CONSEQUENTIAL DAMAGES. Prior to commencement of arbitration, however, the Parties must attempt to mediate their dispute using a professional mediator from AAA, the CPR Institute for Dispute Resolution, or like organization selected by agreement or, absent agreement, through selection procedures administered by the AAA. Within a period of 45 days after the request for mediation, the Parties agree to convene with the mediator, with business representatives present, for at least one session to attempt to resolve the matter. In no event will mediation delay commencement of the arbitration for more than 45 days absent agreement of the Parties or interfere with the availability of emergency relief.

31. Prohibited Interest. The parties hereto covenant and agree that to their knowledge no board member, officer, or employee of MTD, during his/her tenure or for one year thereafter, has any interest, whether contractual, non contractual, financial or otherwise, in this transaction, or in the business of a contracting party other than MTD. If any such interest comes to the knowledge of either party at any time, a full and complete disclosure of all such information will be made in writing to the other parties, even if such interest would not be considered a conflict of interest under Article 4, Chapter 1, Divisions 4 and 4.5, Title I of the Government Code of the State of California.

32. Compliance with Laws and Regulations. Contractor shall warrant that in the performance of work under contract to MTD that they shall comply with all applicable federal, state and local laws and ordinances, and all lawful orders, rules, and regulations thereunder.

33. Audit and Inspection of Records. The Contractor shall agree that all materials supplied and services performed under the Project, facilities used in connection therewith, and records and documentation thereunto appertaining shall be subject to inspection, test, or audit by duly authorized representatives of MTD and the State of California. The Contractor agrees to maintain all required records relating to the Project for at least three years after MTD makes final payment and all other pending matters are closed.

34. Equal Employment Opportunity. For applicable terms, refer to Paragraph 24 (Civil Rights Requirements) in *Federal Transit Administration: Contract Provisions* which is attached hereto as Exhibit "A".

35. Entire Agreement. This Agreement and its attached exhibits constitute the entire agreement between the parties and shall be deemed to supersede and cancel any and all previous representations, understandings, or agreements between MTD and Contractor as to the subject matter hereof. This Agreement may only be amended by an instrument in writing signed by the parties.

36. No Waiver. The failure of either party at any time to require performance by the other party of any provision of this Agreement shall in no way affect that party's right to enforce such provisions, nor shall the waiver by either

party of any breach of any provision of this Agreement be taken or held to be a waiver of any further breach of the same provision.

37. Counterparts & Email. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement. The parties agree that a scanned and emailed signature may substitute for and have the same legal effect as the original signature.

38. Qualifications. Contractor or Contractor's representative (Contractor) certifies that Contractor is qualified to do business and is in good standing in the State of California, and that Contractor has authority to enter into and perform its obligations under this Agreement, which constitutes a valid and binding obligation of Contractor.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed.

SANTA BARBARA MTD

STANTEC CONSULTING SERVICES INC

\_\_\_\_\_  
Jerry Estrada, General Manager

\_\_\_\_\_  
Sasha Pejic, PMP, Principal -Transportation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# FEDERAL TRANSIT ADMINISTRATION

## CONTRACT PROVISIONS

### *Short Range Transit Plan – Stantec Consulting Services Inc.*

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- 1. FLY AMERICA REQUIREMENTS (NOT APPLICABLE TO AGREEMENT)**
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- 4. CARGO PREFERENCE REQUIREMENTS (NOT APPLICABLE TO AGREEMENT)**
- 5. SEISMIC SAFETY REQUIREMENTS (NOT APPLICABLE TO AGREEMENT)**
- 6. ENERGY CONSERVATION REQUIREMENTS**

The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act. The Contractor agrees to include the requirements of this section in all subcontracts.

**7. CLEAN WATER REQUIREMENTS**

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000.

**8. BUS TESTING (NOT APPLICABLE TO AGREEMENT)**

**9. PRE-AWARD & POST-DELIVERY AUDIT REQUIREMENTS (NOT APPLICABLE TO AGREEMENT)**

**10. LOBBYING**

The Contractor certifies, to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (b) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]

(c) The Contractor shall require that the language of this certification be included in the award documents for all subawards exceeding \$100,000 at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this

transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.] Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure.

[Note: The Contractor shall have previously submitted to MTD a separately signed Lobbying Certification containing the above language for itself and any subcontracts exceeding \$100,000 as a condition of contract award.]

## **11. ACCESS TO RECORDS & REPORTS**

(a) The Contractor agrees to provide MTD, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. Contractor also agrees, pursuant to 49 CFR 633.17 to provide the FTA Administrator or his authorized representatives including any PMO Contractor access to Contractor's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311.

(b) If contract is for a capital project or improvement (defined at 49 U.S.C. 5302(a)1) through other than competitive bidding, the Contractor shall make available records related to the contract to MTD, the Secretary of Transportation and the Comptroller General or any authorized officer or employee of any of them for the purposes of conducting an audit and inspection.

(c) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(d) The Contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Contractor agrees to maintain same until MTD, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).

## **12. FEDERAL CHANGES**

The Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between MTD and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

## **13. BONDING REQUIREMENTS (NOT APPLICABLE TO AGREEMENT)**

## **14. CLEAN AIR**

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.



**15. RECYCLED PRODUCTS (NOT APPLICABLE TO AGREEMENT)****16. DAVIS-BACON & COPELAND ANTI-KICKBACK ACTS (NOT APPLICABLE TO AGREEMENT)****17. CONTRACT WORK HOURS & SAFETY STANDARDS ACT (NOT APPLICABLE TO AGREEMENT)****18. [RESERVED]****19. NO GOVERNMENT OBLIGATIONS TO THIRD PARTIES**

(a) MTD and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to MTD, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

(b) The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

**20. PROGRAM FRAUD & FALSE OR FRAUDULENT STATEMENTS & RELATED ACTS**

a) The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

(b) The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

(c) The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

**21. TERMINATION**

(a) Termination for Convenience: MTD, by written notice, may terminate this contract, in whole or in part, when it is in the Government's interest. If this contract is terminated, MTD shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination.

(b) Termination for Default

(1) If the Contractor fails to perform the services, within the time specified in this contract or any extension or if the Contractor fails to comply with any other provisions of this contract, MTD may terminate this contract for default. MTD shall terminate by delivering to the Contractor a Notice of Termination specifying the nature of default. The Contractor will only be paid the contract price for services performed in accordance with the manner of performance set forth in this contract.

(2) If this contract is terminated while the Contractor has possession of MTD goods, the Contractor shall, upon direction of MTD, protect and preserve the goods until surrendered to MTD or its agent. The Contractor and MTD shall agree on payment for the preservation and protection of goods. Failure to agree on an amount will be resolved under the Dispute clause.

(3) If, after termination for failure to fulfill contract obligations, it is determined that the Contractor was not in default, the rights and obligations of parties shall be the same as if the termination had been issued for the convenience of MTD.

(c) Opportunity to Cure: MTD in its sole discretion may, in the case of a termination for breach or default, allow the Contractor ten (10) days in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions. If Contractor fails to remedy to MTD's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within ten (10) days after receipt by Contractor of written notice from MTD setting forth the nature of said breach or default, MTD shall have the right to terminate the Contract without any further obligation to Contractor. Any such termination for default shall not in any way operate to preclude MTD from also pursuing all available remedies against Contractor and its sureties for said breach or default.

(d) Waiver of Remedies for any Breach: In the event that MTD elects to waive its remedies for any breach by Contractor of any covenant, term or condition of this Contract, such waiver by MTD shall not limit MTD's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.

## **22. GOVERNMENT-WIDE DEBARMENT & SUSPENSION**

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the Contractor is required to verify that none of the Contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945. The Contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into. By signing and submitting its bid or proposal, the bidder or proposer certifies as follows: The certification in this clause is a material representation of fact relied upon by MTD. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to MTD, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

## **23. PRIVACY ACT (NOT APPLICABLE TO AGREEMENT)**

## **24. CIVIL RIGHTS REQUIREMENTS**

(a) Nondiscrimination: In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(b) Equal Employment Opportunity: The following equal employment opportunity requirements apply to the underlying contract:

(1) Race, Color, Creed, National Origin, Sex: In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 CFR Parts 60 et seq., (which implement Executive Order No.

11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(2) Age: In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(3) Disabilities: In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

The Contractor agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

## **25. BREACHES & DISPUTE RESOLUTION**

This Agreement shall be construed and all disputes arising therefrom shall be settled in accordance with the laws of the State of California. Venue for any dispute arising under this Agreement shall be in Santa Barbara, California. Any controversy or claim arising out of or relating to this Agreement shall be resolved by binding arbitration before a single arbitrator in accordance with the Commercial Arbitration Rules of the American Arbitration Association ("AAA") then pertaining (available at [www.adr.org](http://www.adr.org)), except where those rules conflict with this provision, in which case this provision controls. Any court with jurisdiction shall enforce this clause and enter judgment on any award. The arbitrator shall be selected within twenty business days from commencement of the arbitration from the AAA's National Roster of Arbitrators pursuant to agreement or through selection procedures administered by the AAA. Within 45 days of initiation of arbitration, the Parties shall reach agreement upon and thereafter follow procedures, including reasonable limits on discovery, assuring that the arbitration will be concluded and the award rendered within no more than eight months from selection of the arbitrator or, failing agreement, procedures meeting such time limits will be designed by the AAA and adhered to by the Parties. The arbitration shall be held in Santa Barbara, California and the arbitrator shall apply the substantive law of California, except that the interpretation and enforcement of this arbitration provision shall be governed by the Federal Arbitration Act. Prior to commencement of arbitration, emergency relief is available from any court to avoid irreparable harm. THE ARBITRATOR SHALL NOT AWARD EITHER PARTY PUNITIVE, EXEMPLARY, MULTIPLIED OR CONSEQUENTIAL DAMAGES. Prior to commencement of arbitration, however, the Parties must attempt to mediate their dispute using a professional mediator from AAA, the CPR Institute for Dispute Resolution, or like organization selected by agreement or, absent agreement, through selection procedures administered by the AAA. Within a period of 45 days after the request for mediation, the Parties agree to convene with the mediator, with business representatives present, for at least one session to attempt to resolve the matter. In no event will mediation delay commencement of the arbitration for more than 45 days absent agreement of the Parties or interfere with the availability of emergency relief. The Contractor agrees to include these requirements in all subcontracts.

**26. PATENT & RIGHTS IN DATA (NOT APPLICABLE TO AGREEMENT)****27. TRANSIT EMPLOYEE PROTECTIVE AGREEMENTS (NOT APPLICABLE TO AGREEMENT)****28. DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

(a) This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. MTD's overall goal for DBE participation is 2.9%. A separate contract goal has not been established for this procurement.

(b) The Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as MTD deems appropriate. Each subcontract the Contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

(c) [Reserved]

(d) The Contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the Contractor's receipt of payment for that work from the MTD. In addition, the Contractor may not hold retainage from its subcontractors.

(e) Contractor must promptly notify MTD whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The Contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of MTD.

**29. NOTIFICATION OF LEGAL MATTERS TO THE FTA**

If a current or prospective legal matter that may affect the Federal Government emerges, the Contractor must promptly notify the FTA Chief Counsel and FTA Region 9 Chief Counsel.

(a) The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming the Federal Government as a party to litigation or a legal disagreement in any forum for any reason.

(b) Matters that may affect the Federal Government include, but are not limited to, the Federal Government's interests in the Award funding this Agreement and any Amendments thereto, or the Federal Government's administration or enforcement of federal laws, regulations, and requirements.

(c) The Contractor must promptly notify the U.S. DOT Inspector General in addition to the FTA Region 9 Chief Counsel if the Contractor has knowledge of potential fraud, waste, or abuse occurring on a Project receiving assistance from FTA. The notification provision applies if a person has or may have submitted a false claim under the False Claims Act, 31 U.S.C. § 3729 et seq., or has or may have committed a criminal or civil violation of law pertaining to such matters as fraud, conflict of interest, bribery, gratuity, or similar misconduct involving federal assistance. Knowledge, as used in this paragraph, includes, but is not limited to, knowledge of a criminal or civil investigation by a Federal, state, or local law enforcement or other investigative agency, a criminal indictment or civil complaint, or probable cause that could support a criminal indictment, or any other credible information in the possession of the Contractor.

(d) The Contractor agrees to include this clause in each subcontract and any lower tier subcontracts financed in whole or in part with Federal assistance provided by the FTA under this Agreement.

**30. INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS**

The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in the most recent version of FTA Circular 4220.1, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any MTD requests which would cause MTD to be in violation of the FTA terms and conditions. The Contractor agrees to include the requirements of this section in all subcontracts.

**31. DRUG & ALCOHOL TESTING (NOT APPLICABLE TO AGREEMENT)****32. INTELLIGENT TRANSPORTATION SYSTEM (ITS) (NOT APPLICABLE TO AGREEMENT)**

# **SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**

## **Short Range Transit Plan**

### ***SCOPE OF SERVICES***

#### **I. INTRODUCTION & BACKGROUND**

##### **A. INTRODUCTION**

This *Scope of Services* specifies the requirements for the contracted Consultant to complete a Short Range Transit Plan (SRTP) on behalf of the Santa Barbara Metropolitan Transit District (MTD). The consulting services consist of performing all of the “tasks” associated with preparing and presenting the SRTP. The Consultant shall provide all necessary resources including, but not limited to, qualified personnel, software, hardware, internet access, licenses, equipment, and supplies necessary to carry out and complete the SRTP per the MTD-provided task schedule. Project completion to be delivered by October 18, 2022, or sooner.

Funding for this project comes from the California Department of Transportation (Caltrans) Sustainable Communities Transportation Grants via the Federal Transit Administration 5304 program with the project being subject to applicable laws, regulations, terms, and conditions of these public agencies.

MTD has a long history of providing robust public transit on the South Coast of Santa Barbara County. Since the inception of the Federal Small Transit Intensive Cities (STIC) program in the early 2000s, MTD has qualified on all six measures, every year. The SRTP will provide a blueprint to ensure that MTD has the necessary resources to continue to provide the quality of transit service that residents of the service area expect as demand continues to grow.

MTD’s service area is 52 square miles and includes the cities of Santa Barbara, Goleta, and Carpinteria; and the unincorporated portions of the County of Santa Barbara between such cities including the areas of Montecito and Summerland. In fiscal year 2018-2019, service was accomplished with 42 routes; 219,861 annual service hours; 2,606,184 annual service miles; and 6,432,190 passenger trips. The impact of the COVID-19 health crisis beginning in March 2020 saw a reduction in that service, a major drop in bus capacity (due to physical distancing) and in ridership. Today, MTD’s Planning Department must constantly iterate and make contingency service plans based on pandemic conditions, school schedules, and bus operator availability. The largest source of uncertainty about service provision is whether or not local K-12, Santa Barbara City College (SBCC), and University of California, Santa Barbara (UCSB) campuses plan to bring students back to campuses. In non-pandemic times, students from these three entities make up approximately 30% of ridership. Future pressures of budget and bus operator availability will also inform the ability to maintain service levels. There are no fixed guideway or Bus Rapid Transit services provided by MTD. ADA paratransit service is provided under contract with a local non-profit agency. The ADA paratransit service is not subject to the SRTP specified herein.

MTD is operating with a fleet of 113 transit buses including 30-, 40-, and 60-foot models powered by renewable diesel, battery-electric, and hybrid diesel-electric engines and motors. MTD’s transit-related facilities include:

- Administrative, Operations, and Maintenance Facility (Terminal 1) located at 550 Olive Street, Santa Barbara, CA, 93101
- The Transit Center, MTD’s primary passenger facility, located at 1020 Chapala Street, Santa Barbara, CA 93101
- A second limited operations facility (Terminal 2) at 5353 Overpass Road, Goleta, CA 93111

MTD recently developed a *Facilities Master Plan* (FMP), which assessed and provided recommendations to address MTD's facility needs and the needs of the agency as MTD moves towards a fully battery-electric fleet by 2030. Also adopted by MTD is the *Strategic Plan 2016-2021* and the *Zero-Emission Bus Feasibility Study: ZEB Power Modeling*. The findings of these three documents should be taken into account in preparing the SRTP update.

MTD has approximately 208 employees. Bus operators, driver supervisors, mechanics, and service workers are represented by the Teamsters Local 186. Other than the General Manager, staff, and management are at-will employees.

The SRTP is under the purview of the General Manager and the MTD Planning & Marketing Department which in turn reports to MTD's Board of Directors (Board). MTD is governed by a Board made up of seven members. Two members are appointed by the County Board of Supervisors, two by the Santa Barbara City Council, one by the Goleta City Council, and one by the Carpinteria City Council. The seventh "at-large" member is appointed by the other six members of the Board. The Board normally meets at 8:30 AM on the first and third Tuesday of each month except during August and December when there are no scheduled meetings.

MTD will work with the Consultant to conduct robust public outreach, including a community listening workshop held on a weekend, pop-up workshops at major transit hubs, online survey, presentations at public meetings of other agencies and organizations, and engagement via traditional and social media. All outreach materials and surveys will be in English and Spanish, and the community workshop will have simultaneous interpretation into Spanish available. Depending on conditions related to the COVID-19 pandemic, outreach may be adapted to a virtual format, in part or in full.

Once the SRTP is complete, it will guide the Board's prioritization of capital and operating projects for the five-year planning horizon.

## **B. KEY GOALS AND OBJECTIVES**

The following list of goals and objectives should be taken into account when developing the SRTP:

- Coordination with the goals, objectives, and strategies of MTD's *FMP*, *Strategic Plan: 2016-2021*, and *ZEB Power Modeling*
- Produce an *Existing Conditions Report* based on both existing pandemic conditions and pre-pandemic conditions
- Understanding and consideration of short and long term opportunities, trends, and challenges of local, regional, and national public transit
- Develop and execute a plan to conduct bilingual community-wide outreach to assess the transit needs of different segments of the population
- Assess pros and cons of ridership service versus coverage service, recommending any reallocations of service to optimize the system
- Based on existing conditions, the Community Needs Assessment, input from the public, stakeholders, and the Board of Directors, and forecasted future service needs, develop an SRTP that, once implemented, will meet SBMTD's service and business objectives through the five-year planning horizon
- Integrate MTD's planned microtransit projects into an overall service plan
- Analyze and provide recommendations on strategies to prioritize transit in the public right-of-way throughout the region
- Develop a prioritized list of capital and operating projects for implementation over the five-year planning

horizon of the SRTP

## II. COMMUNICATION

### A. PRIMARY POINT OF CONTACT

A project manager for the Consultant team shall be designated to this project and serve as the primary point of contact with MTD. Consultant's project manager shall be responsible for all the coordination and communication within the Consultant team, as well as with the MTD. Any change in Consultant's key personnel after the award of the project must be approved by MTD before the change is made.

Hillary Blackerby, Planning and Marketing Manager will serve as the primary point of contact for the SRTP for MTD. Unless indicated otherwise, all communications and coordination of planning tasks and activities shall be through Ms. Blackerby.

### B. PROGRESS REPORTS & PRESENTATIONS

The project will include project team meetings, frequent phone, and e-mail communication among MTD staff and the selected consultant team. At minimum, a monthly progress report shall be provided via email by the last business day of the month. The progress report will include a recap of key matters, data requests and decisions made at the last meeting with MTD. The California Department of Transportation (Caltrans) staff may be invited by MTD to the project team meetings. MTD will also aggregate the Consultant's progress reports into quarterly reports to Caltrans.

The Consultant shall present project work to MTD staff, committees, and by participating in public meetings with the Board and in the community. At MTD's discretion, presentations may be made via teleconferencing or in person. All public Board meetings must include an accompanying PowerPoint Presentation (.pptx), as well as a written one-page executive summary of the presentation in Word (.docx), submitted to Ms. Blackerby at least ten days prior in order to be reviewed, approved, and placed as a meeting agenda item. All draft version of SRTP shall be delivered in advance of any public meeting to Ms. Blackerby in PDF and Word (.docx) format.

### C. INVOICES

Invoices provided by the Consultant shall contain at minimum the task number completed and delivered to MTD's satisfaction, budget spent to-date, budget remaining, and percentage estimate of completion. Consultant shall ensure the project remains on time and within budget. Invoices are to be delivered to Ms. Blackerby via email for review and approval with a copy simultaneously sent to [AP@sbmtd.gov](mailto:AP@sbmtd.gov).

### D. PUBLIC RECORDS

All deliverables shall become the property of MTD and a matter of public record which may be reproduced, distributed, published or electronically posted without restrictions.

## III. PROJECT INITIATION – TASK 1

Task #1	Summary of Deliverables
1.1	Kick-Off Meeting, Project Management Plan
1.3	Existing Conditions Report, including a Community Needs Assessment



**TASK 1.1 KICK-OFF MEETING**

Timeline: May 2021

Deliverables: Kick-Off Meeting; Project Management Plan; Progress Report(s); Invoice

Consultant shall hold a kick-off meeting with Ms. Blackerby and MTD staff to discuss the grant procedures and project expectations. The kick-off meeting agenda will include handling internal and external communications, decision-making methodologies, and assumptions (i.e. assumptions about data availability, communication issues, travel, task elements, etc.) as well as outline a work task break-down structure, project schedule, and project budget that details how expenses and time will be allocated, the expectations for invoicing, reporting, and all other relevant project information.

Consultant shall develop a list of data requirements that MTD will work with the Consultant to collect. The Consultant will have ultimate responsibility for the acquisition of key data elements.

Consultant shall document the Kickoff Meeting by submitting a comprehensive Project Management Plan. The Project Management Plan will serve as the dual understanding between the Consultant and MTD of the scope, goals, budget, timeline, and deliverables of a project. As such, MTD shall have the option to review, provide comments, and/or request revisions prior to acceptance.

**TASK 1.2 [RESERVED FOR MTD ACTION]****TASK 1.3 IDENTIFY EXISTING CONDITIONS**

Timeline: May 2021- August 2021

Deliverables: Existing Conditions Report including a Community Needs Assessment, Progress Report(s), Invoice

Consultant shall gather existing conditions and background data by identifying opportunities and constraints that should be used to guide the preparation of the Plan, including existing and planned land uses, population characteristics, and ridership projections within MTD's service area.

Prepare *Existing Conditions Report*, this shall include, but not limited to:

- Key data for all services including current data on overall operations, operating costs, funding, assets, ridership, miles, hours, fare box recovery ratio, and available system capacity (data should be compiled at the route level where possible).
- Gather data on population characteristics, travel behavior, travel patterns, and projections for Santa Barbara MTD's service area communities; include any major changes to student on-campus learning and activities at Santa Barbara City College (SBCC) and University of California, Santa Barbara (UCSB). Identify and describe disadvantaged communities and the impact of transit.
- Evaluate demographic trends to identify growth markets. This shall be used to determine growth patterns/areas that have had the greatest positive impact on transit market share and ridership.
- Review demographic shifts, both residential and commercial, that may impact/attract transit riders.
- Prepare a profile of socio-economic conditions in the service area and summary of current transportation options. The profile shall also include projected population levels and characteristics, and planned developments in Santa Barbara.

- The written summary shall include graphics showing the coverage and intensity of services, current ridership, and productivities by service type plus an inventory of capital assets.
- A COVID-19 impact report will provide narratives, data, or visuals that will assist MTD in understanding the impact of COVID-19 and the recovery effort on MTD's service area population and their travel patterns.
- An area map shall be included showing current or emerging activity centers and large trip generators in Santa Barbara, as well as major destinations.

The Community Needs Assessment will encapsulate the data in the *Existing Conditions Report* that will be used to evaluate current transit operations and identify:

- any route timing and stop location needs;
- any potential efficiency gains that can be realized; and
- any other improvements that will promote transit services on the South Coast.

#### IV. PUBLIC OUTREACH & BOARD INPUT – TASK 2

Major community outreach and presentations and consultation with the Board will take place in this phase. COVID-19 requirements may change the exact strategies for outreach, but it will still be robust and will engage a broad cross-section of the community.

Task #2	Summary of Deliverables
2.1	Present Existing Conditions Report: PowerPoint Presentation
2.2	Community Workshop, Outreach & Survey: PowerPoint, Workshop Materials & Summary
2.3	Present Preliminary Draft Plan: PowerPoint Presentation
2.4	Present Draft Final Plan: PowerPoint Presentation

##### **TASK 2.1 PRESENT EXISTING CONDITIONS REPORT**

Timeline: August 2021

Deliverables: Board Meeting Presentation, PowerPoint Presentation, Presentation Executive Summary, Progress Report(s), Invoice

MTD and Consultant staff shall present the *Existing Conditions Report* to the Board at a public meeting, which will include the opportunity for public input. Consultant should be prepared to present findings, share insights, answer questions, and discuss next-steps toward the development of a SRTP for MTD.

##### **TASK 2.2 COMMUNITY WORKSHOP, OUTREACH & SURVEY**

Timeline: August 2021 – January 2022

Deliverables: PowerPoint Presentation, Workshop Materials, Workshop Summary, Progress Report(s), Invoice

Consultant shall present existing conditions and a preliminary draft plan to the public in a weekend community listening workshop. The Consultant shall share the PowerPoint Presentation of existing transit services.

The Consultant shall query participants' assessments of the transit service area, operational characteristics (i.e. hours and days of service, scheduling, bus stop placement, accessibility and ridership), fare policy structure, transit operations, transit services, capital equipment, and transit facilities. Interviews collect input on transit

needs, desired transit system enhancements, and feedback on current services. The community's understanding and interest of microtransit should be gauged.

Outreach for this process includes, but is not limited to:

- a community listening workshop held on a weekend;
- pop-up workshops at major transit hubs;
- presentations at public meetings of other agencies and organizations;
- online survey; and
- engagement via traditional and social media.

All outreach materials and surveys will be in English and Spanish, and the community workshop will have simultaneous interpretation into Spanish available. Workshop shall be advertised to reach the most members of the public. Depending on conditions related to the COVID-19 pandemic, some outreach may be adapted to a virtual format.

Consultant shall prepare a summary of findings and provide actionable insights from the data collected during the workshop(s) and other outreach.

### **TASK 2.3 PRESENT PRELIMINARY DRAFT PLAN**

Timeline: February 2022

Deliverables: Board Meeting Presentation, PowerPoint Presentation, Presentation Executive Summary, Progress Report(s), Invoice

Upon development of a Preliminary Draft SRTP in Task 3, MTD and Consultant staff will present the Preliminary Draft SRTP to the Board at a public meeting, which will include the opportunity for public input.

Consultant shall present findings and recommendations of the Preliminary Draft SRTP. Consultant shall solicit feedback from the Board and the community. Consultant shall perform outreach methods to achieve maximum awareness and participation in the Preliminary Draft Plan review.

### **TASK 2.4 PRESENT DRAFT FINAL PLAN**

Timeline: July 2022 (or sooner)

Deliverables: Board Meeting Presentation, PowerPoint Presentation, Presentation Executive Summary, Progress Report(s), Invoice

Upon development of a Draft Final SRTP in Task 3, MTD and Consultant staff shall present the Draft Final Plan to the Board at a public meeting, which will include the opportunity for public input.

Consultant shall present findings and recommendations of the Draft Final SRTP. Consultant shall solicit feedback from the Board and the community. Consultant shall perform outreach methods to achieve maximum awareness and participation in the Draft Final Plan.

## **V. SHORT RANGE TRANSIT PLAN – TASK 3**

This task includes the drafting and finalization of the SRTP, with the identification of potential funding sources for future implementation of Plan identified projects.

Task #3	Summary of Deliverables
3.1	Develop Preliminary Draft Plan
3.2	Funding Source Report
3.3	Develop Final Draft Plan
3.4	Final Plan & Adoption

### **TASK 3.1 DEVELOP PRELIMINARY DRAFT PLAN**

Timeline: October 2021-February 2022

Deliverables: Preliminary Draft SRTP, Progress Report(s), Invoice

Based on the Existing Conditions Report and input from the public, stakeholders, MTD staff, and the MTD Board of Directors, the Consultant shall prepare a Preliminary Draft SRTP.

The preliminary draft shall include, but not be limited to updating goals and objectives, presenting analysis and evaluations, updating performance standards, recommending and prioritizing options for more efficient operations, potential expansion, updating the capital improvement program and financial plans.

The SRTP shall EXCLUDE environmental, complex design, and engineering work. Such projects are not eligible with the funding from the Caltrans grant supporting this project.

### **TASK 3.2 IDENTIFY POTENTIAL FUNDING SOURCES**

Timeline: January 2022-May 2022

Deliverables: Funding Source Report, Progress Report(s), Invoice

Consultant shall review and identify potential funding sources for future implementation of the prioritized capital and operating projects identified in the Draft Plan. Based on previous work from earlier tasks, Consultant shall develop a practical *Funding Source Report* that addresses:

- Provisions of Transit
- Fleet and Facilities
- Maintenance, and Safety and Security elements
- Other capital elements (such as passenger amenities, transit equipment, software upgrades etc...)

Based on previous work from earlier tasks, Consultant shall develop recommendations for MTD and include the cost projections to match the suggested enhancements with passenger fares, local and state revenues, federal, state, and other transit grants, Operating Cost projections, Capital Cost projections, and/or present other resources and opportunities.

### **TASK 3.3 DEVELOP FINAL DRAFT PLAN**

Timeline: April 2022-August 2022 (or sooner)

Deliverables: Draft Final Plan, Progress Report(s), Invoice

Consultant shall deliver a Draft Final SRTP that addresses the comments received from the public, stakeholders, MTD staff, and the MTD Board of Directors. The Draft Final SRTP shall be responsive to the outreach and fiscally responsible based on all previous work for this project. Presented plans and initiatives will include project

implementation/next steps and have a projected budget for implementation so that only the Final SRTP feasible options will be put forth for consideration by the Board.

### **TASK 3.4 BOARD OF DIRECTORS PLAN ADOPTION**

Timeline: October 2022 (or sooner)

Deliverables: Final Plan, Invoice

Upon receipt of a Final SRTP, the Board shall either approve or reject the Plan. Rejected plans will require additional work to address the comments/areas of concern and be resubmitted. The SRTP project shall be considered complete when:

- Consultant provides MTD with one (1) electronic copy in PDF format and one (1) copy in Word of Final Plan without any password protected security settings or document restrictions;
- Consultant provides MTD with fifteen (15) separately bound hard copies of the Final Plan;
- The cover of the Short Range Transit Plan credits the financial contribution from the Caltrans Sustainable Communities Transportation Grant; and
- Board Adopts Final Plan.

**End of Scope of Services Text**



# Short Range Transit Plan

**Santa Barbara  
Metropolitan Transit District**



**PREPARED BY**  
Stantec Consulting Services Inc.

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Stantec Consulting Services Inc.  
111 E Victoria St, Santa Barbara, CA 93101

*Letter of Transmittal*

Santa Barbara Metropolitan Transit District  
550 Olive Street, Santa Barbara, CA 93101

**Attention:** Valerie White

**Reference: Short Range Transit Plan**

Dear Valerie White and Selection Committee Members:

Public transit moves communities. It is the foundational core of how people get from A to B in any city, town, or region. Transit impacts the quality of life and economic prosperity of communities by connecting people with places and opportunities, such as jobs, food, recreation, education, and healthcare.

The Santa Barbara Metropolitan Transit District (MTD) has a long and storied history of providing transit services in the South Coast of Santa Barbara County. Vital in the community, MTD provides mobility in Santa Barbara, Goleta, Carpinteria, Montecito, Isla Vista, and Summerland. Prior to COVID-19, MTD has had robust ridership anchored by students who attend the University of California, Santa Barbara (UCSB), Santa Barbara Community College (SBCC), and K-12 schools. While COVID-19 has caused some uncertainty about the future and MTD has had to recalibrate some of its services, it also introduces a new opportunity to reevaluate the types and levels of service that MTD operates to better align with evolving customer needs.

Through this project, MTD will develop a Short Range Transit Plan (SRTP). The successful partner will thoroughly examine MTD's services identifying a path forward to help ensure that MTD is both effective and efficient in the provision of its services. The resulting product will act as a compass to provide MTD with the necessary resources to continue delivering the high quality of transit service that residents expect as demand continues to grow. It is important that all resulting recommendations be grounded through informed consent and meaningful dialogue.

**Stantec believes we are the best partner for the assignment because:**

**We know you and you know us.** Stantec Consulting Services Inc. (Stantec) is proud to have worked closely with MTD to complete your Facilities Master Plan and Battery-Electric Bus Power Modeling exercise. Together, we devised solutions that were realistic and actionable, as well as not overly onerous or fiscally unrealistic. As a result of these two engagements, we know a lot about MTD. We know your service area, your community, your routes, your service levels and types, who your riders are, and your key stakeholders.

**Stantec is interested in this project because it brings together many of our passions.** We are proud to have served many similar communities in California. Over the past five years a sampling of our clients include the Golden Empire Transit District (GET), San Mateo County Transit District (SamTrans), Antelope Valley Transit Authority (AVTA), Orange County Transportation Authority (OCTA), Elk Grove, Golden Gate Transit, and Santa Monica Big Blue Bus. In addition, we were recently notified by both the Merced County Association of Governments and Sacramento County that we are the preferred proposer for their short range transit plans. This is all to say that the team we are proposing is qualified to deliver your project and bring the demonstrated results you seek. In fact, they are also some of the same individuals you worked with previously.

**Supporting Stantec with public engagement is Disadvantaged Business Enterprise (DBE, SBE) firm, AIM Consulting.** Stantec has worked with AIM Consulting (AIM) on many transit projects throughout California. Together, we bring a tested and proven relationship of delivering successful projects. During COVID-19, AIM has pioneered innovative virtual engagement tools and concepts that have allowed them to achieve meaningful engagement with even higher participation levels than in-person events.

**We approach every assignment as though we are on the agency's frontline.** Our clients receive this type of sincerity because we understand the complexities of running transit systems. Throughout the past 30 years, Stantec has been the consultant of choice to more than 250 transit peers across North America. We are proud that our clients not only take our advice on how to design and deliver their service but often ask us to help implement our recommendations.



**We bring results.** Promises are easy to make, but results speak. For example, for a recent transit study one early recommendation to increase frequency on a key route produced 21% growth in ridership on that route compared to the same timeframe from the previous year. We are proud of our track record and the testimonials our clients have provided.

**We are Santa Barbara natives.** Stantec is deeply rooted in the Santa Barbara community, with an office of 35 employees and a nearly 70-year history providing engineering services to public agencies and private clients throughout Santa Barbara County. Several of our Santa Barbara based team members will provide their valuable knowledge and experience of key local issues.

As requested in the RFP, Stantec confirms the following:

- Stantec is interested and willing to enter a contract with MTD to carry out the project as described by MTD's Scope of Services.
- Stantec will accept the contract terms and conditions included in the Master Agreement and the Federal Transit Administration (FTA) Contract Provisions. Stantec will comply with all terms and conditions prescribed for third party contracts by the FTA.
- Stantec is a recognized professional consultant that has been providing planning services to transit systems for 30+ years.
- Stantec is able to obtain insurance meeting the requirements indicated in paragraph 18 of MTD's Master Agreement. Stantec will furnish an insurance certificate meeting the requirements prior to execution of the contract.
- This proposal will remain valid for 90 days from date of submittal and is signed by an officer authorized to bind the proposal contractually.

Your success is our success. We have deep respect for MTD and a loyalty that we would not compromise. We thank MTD for this opportunity to submit our qualifications and are 100% committed to achieving your goals. We are eager to work together again to further modernize and improve the transit experience of your valued riders.

Respectfully,

**Stantec Consulting Services Inc.**



**Sasha Pejdic, PMP**

Principal-in-Charge

Principal, Global Bus Lead

E: sasha.pejdic@stantec.com

T: (416) 276-7057



**David Verbich, Ph.D.**

Project Manager

Associate, US West Transit Advisory Lead

E: david.verbich@stantec.com

T: (213) 453-4198



# Description of Firm





# Description of Firm

**The Stantec community unites approximately 22,000 employees working in over 350 locations across six continents.** Since 1954, our local strength, knowledge, and relationships, coupled with our world-class expertise, have allowed us to go anywhere to meet our clients' needs in more creative and personalized ways. Stantec has worked with more than 250 transit agencies throughout the past 60 years. Communities across North America are increasingly seeking integrated, value-added solutions that build on the momentum of recent trends in mobility—and that is precisely what Stantec offers.

Our transit advisory and planning practice answers the call of the industry by giving communities a "one-stop" offering. We provide end-to-end solutions across the full spectrum of transit, including planning, operations, fleet, facilities, maintenance, safety, marketing, technology, infrastructure, asset management, and strategy. We are thought leaders in agency reviews and strategic planning, having helped transform programs of all sizes across North America to serve their communities more effectively and efficiently.

Our recent efforts focus on making our transit clients ready for the future, a future that will be heavily influenced by the personalization of mobility through technology, changing lifestyles, and an expanding portfolio of mobility choices. Our approach to assignments is to challenge the status quo and offer innovative and aspirational options that are realistic and actionable.

Transportation services help shape a community's character by creating economic opportunities, while maintaining high quality of life for residents and workers alike. Transit service must be effective, that is the right types and levels of service to meet local needs, and efficient, meaning that the service is delivered at the lowest possible cost to both the rider and the taxpayer. It is necessary for transit services to produce real measurable value for the communities they serve.

Collectively, our proposed team members have relevant experience working with transit agencies across North America and throughout California, including the Southern California agencies, such as MTD, City of Gardena/GTrans, AVTA, Los Angeles Department of Transportation (LADOT), OCTA, and Riverside Transit Agency. For example, the key staff proposed here recently successfully delivered a line-by-line analysis for the City of Gardena/GTrans that shaped a five-year service plan, similar to the MTD short-range transit plan. Furthermore, we completed a strategic mobility study for AVTA through extensive public and stakeholder outreach and explored novel ideas, through to implementation assistance to AVTA. The microtransit service that Stantec conceived and helped implement at AVTA has grown ridership through the pandemic while other agencies and services struggle to maintain ridership. We've developed strategic plans, service delivery schemes, and contracting documents aimed at improving the financial viability of agencies, both large and small.

## OUR CLIENTS SAY IT BEST

**"THE STANTEC TEAM EXCEEDED OUR EXPECTATIONS. THE PROJECT WAS DELIVERED ON TIME AND STAFF WERE VERY ENGAGED AND HELPFUL. ALL TEAM MEMBERS ARE VERY PROFESSIONAL AND THOROUGH, THEIR COMPLETED WORK PRODUCT RECEIVED PRAISE FROM SEVERAL BOARD MEMBERS" -MACY NESHATI, EXECUTIVE DIRECTOR AND CEO ANTELOPE VALLEY TRANSIT AUTHORITY**

## Stantec by the numbers

**50+** transportation/operations plans

**60+** years of transit experience

**250+** transit projects in the last five years

**300+** transit professionals across North America

## Locations where office work will be accomplished

-  Santa Barbara, CA
-  Los Angeles, CA
-  Irvine, CA
-  Atlanta, GA
-  Toronto, Ontario
-  Hamilton, Ontario

## Additional Information

### Business Lines

Transportation, Water and Wastewater Engineering, Power, Oil & Gas, Mining, Environmental Services, Engineering, Community Development, Project Management, Architecture

### Business Size

22,000 employees  
350 office locations

### Stantec Credentials

ISO 9001 Certified

Class A General Engineering Contractor License

# Prior Experience with Similar Projects





# Prior Experience with Similar Projects

## ANTELOPE VALLEY TRANSIT AUTHORITY, STRATEGIC PLAN FOR INTEGRATED MOBILITY

Antelope Valley, CA

### Service Dates

Strategic Planning (2019-2020) |  
Implementation Support Services  
(2020-Current)

### Key Relevancy

*"I have reviewed this Final Document from AVTA and Stantec and I'm blown away! It's incredible. I don't think I've ever come across a document like this before. It's like an encyclopedia or a compendium of everything AVTA. It's comprehensive, immersive and engaging."*

– Jonathan Palacio, District 7  
Planner, Caltrans

### Team Members

Sasha Pejic, Project Manager;  
David Verbich, Deputy Project  
Manager; Michele Colley, Task Lead;  
Amanda McDaniel, Analyst;  
Brian Putre, QA/QC

### Reference

Macy Neshati, Executive Director  
and CEO

T: (661) 729-2229

E: [mneshati@avta.com](mailto:mneshati@avta.com)



AVTA operates multiple services throughout a vast service area with a large mix of urban and rural fabrics. The service area displays low population density and a sprawled service area, making some fixed-route services unsustainable. A new approach is needed to meet the needs of the Antelope Valley community. Stantec developed a strategic mobility

plan—a challenge we approached through market research, a transit services analysis, extensive stakeholder engagement, and alternative scenarios development.

Stantec worked together with senior management and engaged frontline staff, met riders and non-riders, and developed strategies and initiatives to address stagnating ridership, including developing on-request microtransit strategies for low-density communities. **Our early action items included increasing frequency on a key route, resulting in an impressive 21% gain in ridership compared to the previous year.**

The final plan focuses on a mobility ecosystem for the region, such as implementing carsharing at key hubs, focusing resources along transit-friendly corridors, and establishing task forces to collaborate with municipal departments to better coordinate land use and transportation decision making. The planning process involved a Title VI analysis; outreach, including ridealongs, pop-ups, open houses; and development of online surveys and resources (see: <http://avtamobilityplan.fyi/>).

We helped achieve all project milestones and the plan was adopted by the AVTA Board of Directors in February 2020. As trusted partners to AVTA, Stantec's relationship continues as we are providing contracting service for paratransit and on-request services, and implementing the strategic plan. In September 2020, AVTA launched microtransit services, overlaying it with fixed-route services to ease customers onto the novel service; **ridership on microtransit has grown by an impressive 182% in only 5 months—during COVID-19.**



## CITY OF GARDENA/GTRANS LINE-BY-LINE ANALYSIS OF TRANSIT SERVICES

Gardena, CA

### Service Dates

2017-2018

### Key Relevancy

- Productivity-focused system redesign
- Alternative service delivery strategies to complete this project ahead of schedule
- Short-term service reduction strategy to overcome budget shortfall

### Team Members

Sasha Pejic, Project Manager;  
David Verbich, Deputy Project  
Manager; Brian Putre, QA/QC;  
Graeme Masterton, Task Lead;  
Michele Colley, Task Lead

### Reference

Ernie Crespo, Director of Transit  
T: (310) 965-8888  
E: [ecrespo@gardenabus.com](mailto:ecrespo@gardenabus.com)



than 12,400 daily rides. We analyzed current paratransit service performance and rider satisfaction. Stantec audited each bus route by studying performance data and conducted manual rider counts and onboard customer satisfaction surveys to determine the performance of each route by segment, time of day, and direction. We also studied alternative service delivery methods for routes that do not operate on weekends and holidays, as well as analyzed business cases for new services, such as local service to the new NFL stadium.

**In addition to operations, we conducted focus group meetings with riders and non-riders, held pop-ups around the community, and held operator workshops to uncover pain points and opportunities based on the values of the larger community.**

As a result, we developed a five-year service plan that rationalized service provision, tailoring service products based on demand and aligning with future growth and development in Gardena and Los Angeles. Our plan included a high-frequency network along key corridors, community routes to stem the surge in demand for special transit curb-to-curb service, and collaboration with neighboring Torrance Transit to lower overall operating costs while expanding access for residents. The plan was adopted in September 2019 and GTrans had started implementing Stantec's recommendations; however, due to COVID-19, the implementation has been temporarily paused.

## SHASTA REGIONAL TRANSPORTATION AGENCY LONG-RANGE TRANSIT PLAN

Shasta, CA

### Service Dates

2020-2021

### Key Relevancy

- Outreach tasks met all established milestones
- Virtual meetings and online questionnaires leveraged during COVID-19

### Team Members

**AIM:** Gladys Cornell, Outreach  
Manager; Elise Brockett, Senior  
Project Coordinator

### Reference

Daniel Wayne, Senior Planner  
Department of Transportation  
Services  
T: (530) 262-6186  
E: [dwayne@srta.ca.gov](mailto:dwayne@srta.ca.gov)



The Shasta Regional Transportation Agency's Long-Range Transit Plan (L RTP) will be the 2040 blueprint for a sustainable, safe, innovative, integrated, and efficient transit system. It will also help prioritize future transit projects and create a holistic transit system that meets the needs of current and future residents. The 2040 L RTP explored current and potential public transportation

strategies, evaluated options for local applicability, and developed recommendations for integrating public transportation into the region's overall mobility plan. **AIM served as the public outreach and engagement consultant.** To kick off the outreach process, AIM held a series of virtual stakeholder interviews with local transit agencies, public health representatives, and community service providers to understand some of the opportunities and challenges for community members in regard to public transportation in the Shasta region. These meetings were also an opportunity to introduce the L RTP to key stakeholders and establish partnerships with them for future outreach efforts. AIM then developed and launched an online community questionnaire and a series of informational videos to educate the community and present potential mobility options that could be implemented in the Shasta region, such as bikeshare, neighborhood electric shuttles, and on-demand transit services. **As a result of the robust education and awareness campaign, AIM reached more than 7,200 community members and garnered more than 250 responses on the online questionnaire.**



# Key Personnel Résumés







# SASHA PEJCIC *PMP*

## PRINCIPAL-IN-CHARGE

Sasha is Stantec's Global Bus and Transit Advisory Lead. Sasha has led a broad portfolio of transit-related assignments—including managing Phase 1 of MTD's Facility Master Plan—that include service optimization, service planning, transit services review, economic analysis, strategic planning, operations and maintenance (O&M) contracting, alternative service delivery strategies, paratransit, hazard/risk analysis, asset management, and standard operating procedures. Sasha proudly serves on the Board of Director for the Ontario Public Transit Association and was appointed to several committees of the California Transit Association. Sasha was named one of Mass Transit's Top 40 Under 40 in 2018.

## 19 years of experience

### EDUCATION

**BA, Honours Economics**  
University of Waterloo

**Transit Leadership Program**  
ENO Center for Transportation, San Diego, CA

### REGISTRATIONS

**Project Management Professional (PMP)<sup>®</sup>**  
#1306473, Project Management Institute

### AWARDS

**2018 Mass Transit Top 40 Under 40**

### PROJECT EXPERIENCE

- **Strategic Plan for Integrated Mobility | AVTA | Antelope Valley, CA | Project Manager and Technical Resource**
- **GTrans Line-by-Line Analysis of Transit Services | City of Gardena/GTrans | Gardena, CA | Project Manager and Technical Resource**

**Facilities Master Plan | MTD | Santa Barbara, CA | Project Manager - Phase 1**  
Stantec was retained to undertake a three phase facilities master plan for MTD. Sasha, acting as project manager and technical resource for Phase 1, led the operational and service planning review. This transit planning review confirmed the number of buses required to meet service into the future, which will translate directly into facility size and location requirements. In addition, our review included consideration of how battery electric buses (BEB) will change the spacing and programming requirements of the agency.

**Transit Planning On-Call | SamTrans | San Mateo County, CA | Project Manager**  
Sasha is managing a study to understand how best to make its Way2Go (employer and residential development) bulk transit pass program more efficient, effective, and attractive to potential stakeholders and participants.

**Access Fleet Mix Analysis | OCTA | Orange County, CA | Project Manager**  
Sasha is managing an in-depth analysis of existing conditions of OC ACCESS, including trip delivery and registrant demographics, met with operators and dispatching staff to understand current challenges, and analyzed future ridership projections.

**Southern Maine Regional Transit Development Plan (RTDP) | Greater Portland Council of Governments | Greater Portland, ME | Deputy Project Manager and Technical Resource**

Sasha developed a coordinated regional transit plan for seven transit agencies in Southern Maine exploring the broadened role technology and mobility as a service will play in the future. The transit plan includes a variety of service modalities including mass transit, ferry, heavy passenger rail, and community volunteer organizations.

**Anaheim Transportation Network Route by Route Power Modeling Services | Anaheim Transportation Network | Anaheim, CA | Project Manager**

Sasha is leading the team who is establishing power and charging requirements for a 100-battery electric bus operation that serves Disneyland and associated resort support areas.





# DAVID VERBICH *PH.D.*

## PROJECT MANAGER

David specializes in delivering strategic mobility projects, helping clients develop SRTP and LRTP for a sustainable future. Working with transit agencies on a variety of projects globally, his first-hand knowledge and analytical skills help clients address challenges relating to net zero buses (ZEB), ridership, technology, facilities, and workforce training. To provide fair and equitable mobility, he encourages agencies to fill service gaps by strengthening key corridors, designing alternative microtransit services, and addressing deficits in paratransit service. Useful and attractive transit gives freedom and opportunities to those with limited ability to access jobs, education, medical care, goods, and services. David has worked on several projects that have involved an analysis of fare policy and structure, including fare modeling that revealed inequity in fare purchases for transit service.

## 6 years of experience

### EDUCATION

**Ph.D., Neuroscience**  
McGill University

**MA, Urban Planning**  
McGill University

**BS, Physiology**  
McGill University

### CERTIFICATIONS & TRAINING

**Vehicle Innovation Center—Electric Bus Essentials Training**  
New Flyer, Anniston, Alabama

**Institute for Transit Operations Planning**  
Las Vegas, Nevada

### PROJECT EXPERIENCE

- **Strategic Plan for Integrated Mobility | AVTA | Antelope Valley, CA | Deputy Project Manager**
- **Line-by-Line Analysis of Transit Services | City of Gardena/GTrans | Gardena, CA | Task Lead**

#### **Facilities Master Plan | MTD | Santa Barbara, CA | Operations Planner**

To develop a robust and comprehensive facilities master plan, MTD retained Stantec to develop a forward-thinking facilities master plan to future-proof the agency, particularly due to ZEB requirements from the State of California. David analyzed current and future operations, modeled vehicle needs, and managed the BEB study to transition MTD's fleet.

#### **Comprehensive Operations Analysis | Honolulu Transit | Honolulu, HI | Deputy Project Manager**

David developed a PMP, including several parts of the project work plan, and is overseeing several tasks, including an analysis of priority corridors for transit. The result of this effort will be a more efficient bus service that leverages paratransit and rail to better compete with private vehicles to grow ridership.

#### **Customer and Community Satisfaction Surveying | GET | Bakersfield, CA | Task Lead**

David led this assignment to undertake customer and community satisfaction surveying on both conventional and paratransit services with the goal of improving ridership and cost-recovery for the agency. Scope of work also included public outreach with elected officials and community leaders. David developed survey material, trained surveyors, as well as acted as an in-field supervisor of surveyors. He reviewed final report and developed recommendations to improve customer satisfaction.

#### **Winnipeg Transit Master Plan | Winnipeg Transit | Winnipeg, Manitoba | Transit Consultant**

David worked across many tasks, including the in-depth review of current market and transit conditions, developing best practices and white papers on various transit-related topics, as well as lending his experience in corridor planning and development. David also reviewed Winnipeg Transit Plus, the paratransit service of Winnipeg Transit, and led stakeholder engagement to develop buy-in and refine the implementation strategies for improving the efficiency and customer experience of Transit Plus.



# AMANDA MCDANIEL

## EXISTING CONDITIONS LEAD

Amanda brings a diverse background—ranging from spatial analysis, nonprofit work, and land use planning—to provide a truly comprehensive viewpoint to transit analysis and consulting. In addition to MTD experience, Amanda has worked with LA Metro, where she gained firsthand experience in both transit asset management planning and mobility corridors planning, assisting with feasibility studies and environmental reviews for future transit lines in Los Angeles County. Amanda leverages public-sector experience to respond to the needs of clients on a range of transit, transportation, and urban mobility projects, focusing on community and responding to the unique needs and contexts of each community. She approaches every project with a focus on equity, sustainability, resiliency, and providing more transit mobility options to the communities she serves.

## 3 years of experience

### EDUCATION

**MA, Urban Planning, Concentration: Transportation Planning & Sustainable Land Use Planning**

University of Southern California

**BA, Geography, Concentration: Urban Geography, Cultural Geography, Human-Environment Interactions, and GIS**

University of North Texas

### REGISTRATIONS

**Transit Asset Management (Tier I Agencies)**

National Transit Institute

### AWARDS

**2017 Dean's Merit Award**

Sol Price School of Public Policy Graduate Scholarship

**2014 Outstanding Community Partner**

Keep Denton Beautiful, City of Denton

**2015 Terry Jordan Award for Cultural Geography**

University of North Texas Department of Geography

### PROJECT EXPERIENCE

• **Strategic Plan for Integrated Mobility | AVTA | Antelope Valley, CA | Analyst**  
**Facilities Master Plan | MTD | Santa Barbara, CA | Analyst**

Stantec developed a forward-thinking facilities master plan to future-proof the agency, particularly due to ZEB requirements from the State of California. Amanda held a lead role during the operational analysis portion of the project, leading the market and demographic analysis, legislative review, service analysis, and review of industry trends. Amanda led stakeholder outreach interviews with the county, municipalities, and UCSB. Amanda also assisted in the ZEB power demand and energy modeling that was conducted as an extension of the original facilities master planning project.

**El Metro Comprehensive Operational Analysis | City of Laredo | Laredo, TX | Analyst**

El Metro, the bus transit service provider for Laredo, Texas, has recently retained Stantec to complete a COA of their entire transit system. Amanda is helping examine strategies to strengthen cross-border commuting. In addition, Amanda will be assisting with background data analysis, a review of system efficiency and effectiveness, and completion of a gaps and needs assessment that will lay the groundwork for recommendations and service concepts that will make transit a more attractive option to the Laredo region.

**Way2Go Pass Study | SamTrans | San Mateo, CA | Analyst**

Amanda is assisting with the administration and analysis of a peer survey to understand best practices in bulk transit pass policy and implementation and helping to develop strategies to ultimately increase program participation and overall ridership on the SamTrans system.

**Winnipeg Transit Master Plan | Winnipeg Transit | Winnipeg, Manitoba | Analyst**

The City of Winnipeg is in the process of a systemwide redesign to better fit its transit services with the dynamic and growing Winnipeg population. To help ensure that these transit services are serving the Winnipeg community in the best way possible, Amanda is assisting on multiple tasks including a comprehensive route-by-route review of existing conditions and developing and assessing concepts for new route and transit corridor development.



# GLADYS CORNELL

## COMMUNITY OUTREACH LEAD

Gladys is a facilitation and community engagement specialist with more than 30 years of experience providing public engagement, media relations, and strategic communications services with an emphasis on transportation infrastructure plans, projects, and studies. Gladys has managed public outreach for multiple complex transit and transportation projects that require an understanding of technical, fiscal, and community issues and the ability to create a space for constructive dialogue.

**30** years of  
experience

### EDUCATION

**BA, Journalism**

California State University, Sacramento

### PROJECT EXPERIENCE

#### **Post Camp Fire Study | Butte County Association of Governments (BCAG) | Butte County, CA | Outreach Oversight**

In 2019, the Butte County Association of Government (BCAG) embarked on the Post Camp Fire Regional Population & Transportation Study that is analyzing regional population, housing, employment, and traffic data for pre-Camp Fire 2018, post Camp Fire 2019/20, and future 2030 Camp Fire time periods. BCAG is also updating the region's SRTP and LRTP, also known as the Transit & Non-Motorized Plan.

As outreach oversight, Gladys developed and is managing a public engagement effort that began in early 2020 with two in-person pop-up workshops to engage community members at local events and gather their input on how BCAG can improve their ability to walk, bike, and ride the bus throughout the region. AIM planned to hold in-person community workshops later in the year to discuss potential mobility options; however, with the continued COVID-19 pandemic and its subsequent health protocols, the team revised the original outreach approach to instead provide a Virtual Community Workshop experience with a live online meeting and online questionnaire with an informational video. The workshop was hosted on its own domain in English, Spanish, and Hmong, and more than 170 community members provided their input on their changes in travel and proposed mobility options such as bus system changes, bicycle and pedestrian improvements, on-demand rideshare, a vanpool program, and an electric vehicle carshare program.

#### **Comprehensive Operations Analysis | Fairfield and Suisun Transit (FAST) | Fairfield, CA | Outreach Manager**

AIM is beginning work with Fairfield and Suisun Transit (FAST) on a COA, which will be branded as "FAST Forward." The project will evaluate existing local transit services and programs in the region to identify future options, services, and programs that can increase ridership post-COVID-19. The FAST Forward public engagement program will collaborate with key stakeholder groups and community members within Suisun City and Fairfield at key three milestones throughout the project: existing conditions, alternatives exploration, and the draft plan. The program includes multiple engagement strategies including stakeholder interviews, online questionnaires, and public meetings, to engage elected officials, social service providers, major employers, affordable housing providers, medical facilities, and the community-at-large. The eight-month public engagement program will: build community awareness about FAST Forward and discuss perspectives about FAST's existing conditions; identify future transportation needs, issues, and concerns; and obtain informed input on draft recommendations for alternative transit services.





# MICHELE COLLEY

## SERVICE DESIGN LEAD

Michele has experience developing multimodal transportation solutions for a variety of transportation and transit planning projects. She has performed a variety of transit planning exercises, including examining transit demand and route performance, reviewing peer agency standards, evaluating network alternatives, and engaging with the public. Her background in geography and transportation planning allows her to see how transit fits within the greater transportation context that contributes to her understanding of the interplay between land use, transit, roads, parking, and active transportation to each assignment.

## 5 years of experience

### EDUCATION

**MA, Geography**

University of Toronto

**BA, Geography, Geographic Information Systems and History, Honors**

University of Toronto

### PUBLICATIONS

Colley, M and Buliung, R. (2016) Gender differences in school and work commuting mode through the life cycle: exploring trends in the Greater Toronto and Hamilton Area, 1986-2011, 2016.

### PROJECT EXPERIENCE

- **Strategic Plan for Integrated Mobility | AVTA | Antelope Valley, CA | Transit Planner**
- **Line-by-Line Analysis of Transit Services | City of Gardena/GTrans | Gardena, CA | Analyst**

#### **Winnipeg Transit Master Plan | City of Winnipeg | Winnipeg, Manitoba, Canada | Transit Planner**

Winnipeg Transit embarked on a new transit master planning process for a top-to-bottom review of its services, organization, policies and practices. Michele conducted the system-level review of Winnipeg Transit's operating data and compared Winnipeg's performance measures to its peers, evaluated route-level performance of existing services, and proposed realignments based on cellular mobility data, Automated Passenger Counter (APC) counts, demographic data and land use information to better match transit service with demand. Michele also provided recommendations related to Mobility as a Service (MaaS), integration of accessible and conventional transit, and alternative service delivery strategies.

#### **Bangor Transit Study | City of Bangor | Bangor, ME | Analyst**

Michele proposed route-level modifications based on existing data and customer feedback to improve productivity in a system with stagnant ridership. She developed recommendations to enhance the rider experience, such as increasing frequency along key corridors, eliminating flag-stop service and introducing fixed stops, simplifying route alignments, and making route nomenclature more intuitive.

#### **Edmonton Transit Service – Comprehensive Review and First-Last Kilometer Challenge | City of Edmonton | Edmonton, Alberta, Canada | Analyst**

Stantec was retained to develop a framework and strategy for developing on-demand types of services aimed at addressing low-demand, low-density communities that, as a result of the network design, are proposed to see fixed-route service removal. Michele conducted a peer best practice review of alternative service delivery strategies to understand industry innovations in service delivery methods, potential partners, funding, and lessons learned from transit agencies across North America.

#### **Modernized Transit Route Plan | City of Whitehorse | Whitehorse, Yukon | Transit Planner**

Stantec previously completed the City of Whitehorse's first ever Transit Master Plan and was subsequently retained to complete the Modernized Transit Route Plan.



# Management Plan

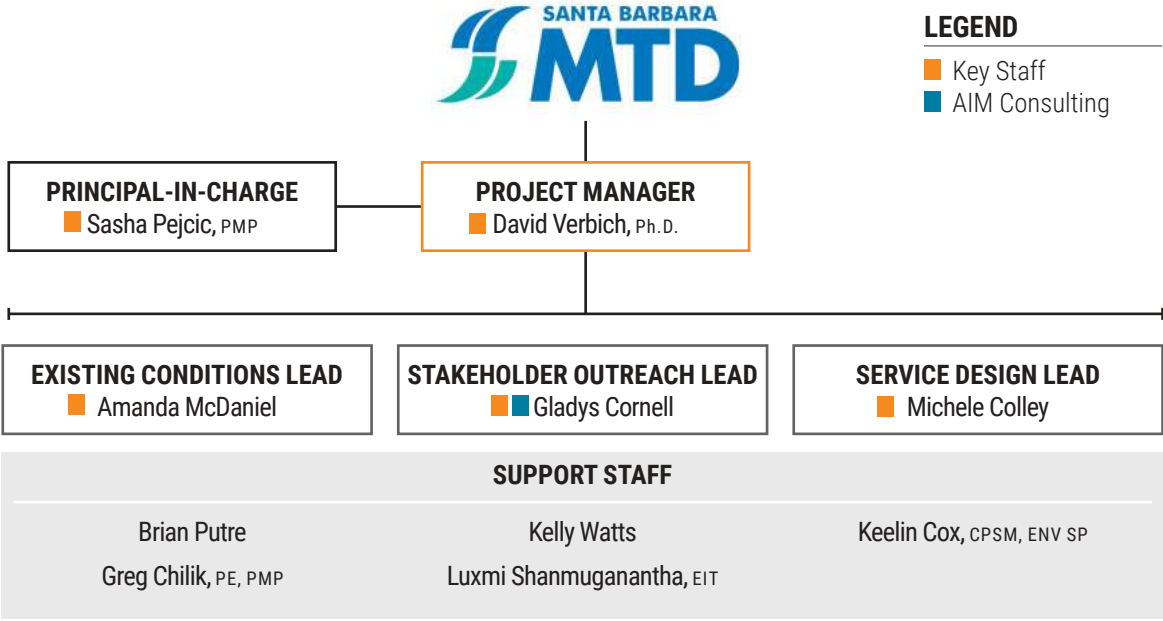


# Management Plan

## Organizational Chart

Stantec proposes a lean and capable team led by David Verbich who has worked with MTD on two recent projects cited in the RFP—the facilities master planning, which involved an operational assessment, and the ZEB planning. Sasha Pejicic and Amanda McDaniel were two important contributors on those projects, involved in stakeholder outreach liaising with UCSB, the City of Santa Barbara, City of Carpinteria, City of Goleta, and Santa Barbara County. To promote collaboration and increase efficiency, the three main streams in the SRTP have dedicated leads, as well as all support staff will contribute throughout the project for continuity from conception through to recommendations.

Our team members were chosen based on their familiarity with you and knowledge of transit issues in Santa Barbara and Southern California, relevant experience, expertise with similar transit strategy projects, and their availability to commit to your SRTP. Efficient coordination within our proposed team is facilitated by long-standing relationships between our team members as they have worked together for years on many projects in a similar capacity.



We have assembled a strong team of transit experts to provide MTD with the best experience possible. We will deliver a focused process that facilitates the successful completion of your project today and helps you move confidently toward tomorrow. Taking into consideration your goals and objectives alongside the expertise and availability of our professionals, we have carefully handpicked the team that is right for this assignment, a team that is large enough to give you the benefit of our extensive network of subject matter experts but small enough to maximize your value for money and allow for effective collaboration. Key team members will not be removed or reassigned without prior written approval from MTD.

You will benefit from our team members having worked together for nearly five years on transit projects, including SRTP and LRTP, ZEB studies, fare studies, strategic plans, fleet studies, and transit-related assignments. For instance, David and Amanda collaborated on the MTD operational analysis for the facilities master plan, while David, Amanda, and Michele were the main drivers on the AVTA strategic mobility plan with Sasha as the project manager. Sasha and David are serving as the project manager and deputy project

manager, respectively, for the Honolulu Transit COA. Sasha, David, Michele, and Amanda are all collaborating on a COA for El Metro in Laredo, Texas.

Stantec is currently collaborating with project partner **AIM Consulting (AIM)** on two ZEB and transit planning assignments in Elk Grove and El Dorado County. Not only is Gladys from AIM Consulting an expert in stakeholder and public engagement, she also has extensive experience in transportation and transit planning projects.

Our team leverages technology to help ensure smooth communication and collaboration. We check in daily with one another through Microsoft Teams, which enables messaging and file sharing. David will employ Teams to check-in with key staff using video calls and screen sharing to facilitate remote work. With SharePoint, Stantec and AIM can share working documents permitting simultaneous report drafting, editing, and collaboration. Stantec’s project management tools and dashboards will provide David with tracking abilities to provide MTD monthly updates.



# Subcontractors



## AIM Consulting

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Sacramento, California 95816  
Contact Person: Coreen Paul,  
Principal  
Telephone Number:  
Office: (916) 442-1168  
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com

**Project function:** AIM Consulting will lead public and stakeholder outreach as described in Task 2 of the RFP. The research and data from the consultation will help the broader team develop insights and recommendations based on community feedback. **AIM specializes in both in-person and virtual community outreach, including virtual community workshops, virtual open houses, and virtual stakeholder meetings.**

**AIM** was established in 2005 and specializes in providing public participation and strategic communication services for transit and transportation projects in rural, suburban, and urban communities throughout California. Our team of professionals develop and implement public participation programs that bring diverse community members together and create a space for constructive and valuable dialogue.

Our communication strategies include earned and paid media, online and social media, and presentations and grassroots awareness campaigns. We establish strong partnerships with public agencies, private businesses, community-based organizations and advocacy groups. We research and adopt, when appropriate, industry best practices of communication technologies and have instilled a consistent quality assurance process.

Since March 2020, AIM has been employing effective and engaging virtual public participation programs for projects, such as Sacramento Regional Transit's SacRT Forward Network Plan, Kings County's Transit Development Plan, San Joaquin Regional Transit District's Transit Redesign Study, Yolo County Transportation District's Comprehensive Operational Analysis, Placer County Transportation Planning Agency's SRTP for Auburn Transit, Placer County Transit, and Roseville Transit. Our robust virtual community engagement plans include online open houses, workshops, surveys, and community meetings. AIM's experienced team of professionals has adapted to this new reality and are continually developing and refining new tools, skills and processes to make community outreach even more effective in the virtual space.

AIM is an S-Corporation that is certified as a Small Business Enterprise (SBE) by the State of California, Department of General Services (Supplier No. 44639) and as a Disadvantaged Business Enterprise (DBE) by the State of California, Department of Transportation (UCP Firm No. 35954).



Elk Grove Pop-Up

A graphic for a social media announcement. It features a photo of a blue bus with "RABA 63" and "Enterprise" on its side. To the right of the photo is the Shasta County logo. Below the photo, the text reads: "Should SRTA adjust transit service to address future population increase?". At the bottom, it says: "Share your thoughts in the Virtual Community Workshop now until Friday, January 8" and provides the website "www.2040LongRangeTransitPlan.com".

SHASTA COUNTY

Should SRTA adjust transit service to address future population increase?

Share your thoughts in the **Virtual Community Workshop** now until Friday, January 8

[www.2040LongRangeTransitPlan.com](http://www.2040LongRangeTransitPlan.com)

SRTA Social Media Announcement



# Work Plan





# Work Plan

## Project Understanding

As we hit the one-year mark since the beginning of COVID-19, we can start to see some light ahead. As of mid-March 2021, nearly 12% of the US population has been fully vaccinated, and about 22% of Californians have received at least one dose<sup>1</sup>. Santa Barbara County is currently in the red tier of the state's assignment and could move into the less restrictive orange tier in the coming months. Tourism has continued, although at a lower level, and will likely return as visitors seek to enjoy the American Riviera. With restrictions being lifted, traffic will also return and some in-person schooling has already begun to resume. The key challenge for this SRTP is how to align service with the resumption of 'normal' or 'new normal' conditions.

Some of MTD's busiest lines, such as lines 11 and 28, have lost ridership from students who have been learning remotely. This trend is expected to continue as a combination of remote and in-person classes are offered. Because 30% of MTD's regular ridership is from post-secondary students and ridership on school trippers<sup>2</sup>, we will need to examine service concepts that build on ridership from elsewhere throughout the community to introduce new segments of the population to transit. Reinforcing a frequent network is one way to entice new trips from people who haven't used MTD before, as well as potentially inducing new trips from existing riders for other purposes beyond their regular trips. The Stantec team will examine pre-COVID-19 data, data from the COVID-19 period, and MTD's recent survey work supplemented with stakeholder outreach to diagnose potential ways to not only restructure the bus network and design policy recommendations, but also to develop service tiers that align service resources with demand. We will build upon a preliminary analysis of 2019 schedules and their midday (weekday) prevailing route frequencies that demonstrate some of the service hierarchy already built into MTD's network.

By focusing service on high-frequency corridors, particularly within densely populated, mixed-use neighborhoods, we can expand access to opportunities by putting more convenient transit where people are more likely to use it. Furthermore, Stantec believes that developing a robust frequent network

is also one strategy that can help guide difficult decisions through challenges like the pandemic—higher-frequency routes would be prioritized for service to help ensure that key routes are protected from service deletion due to drops in revenue and ridership.

During the pandemic, the City of Santa Barbara closed part of State Street in downtown, where MTD provides frequent service with the Downtown Shuttle and other bus lines. With street closures and detours that make operating shuttles a challenge, as well as slow travel speeds along State Street when the street isn't closed, the shuttle routes and downtown service require a reimagining and could also free up service hours that could be shifted to other areas with greater demand.

As bus riders and tourists ourselves, the Stantec team will also examine other strategies that could bolster tourist ridership in the city. We will also explore other opportunities to encourage tourists to enjoy the South Coast without a car—bus, train, bike, and walking should be the primary choices. Other parts of the service area that are low-density, such as Carpinteria, could benefit from flexible, on-demand microtransit service as MTD's pilot may uncover.

For MTD and the South Coast communities, this approach of frequent service corridors means a trade-off—how do we distribute limited resources in terms of vehicles, operators, and service hours equitably and effectively? While school trippers and services to UCSB and SBCC will be crucial when in-person learning resumes, what other changes can be made to serve different market segments on the South Coast? Could service be restructured to increase transit frequency downtown and leverage the city's street grid? With Goleta slated to see the largest growth in population and jobs in the region outside of Santa Barbara, *how should we position MTD service to help ensure this growth doesn't come with more single occupancy vehicle traffic? Can we dedicate more roadway to moving people instead of focusing on moving vehicles?* These are the questions the Stantec team, including people who worked with you previously on your facilities master plan and ZEB study, are excited to tackle alongside your team.

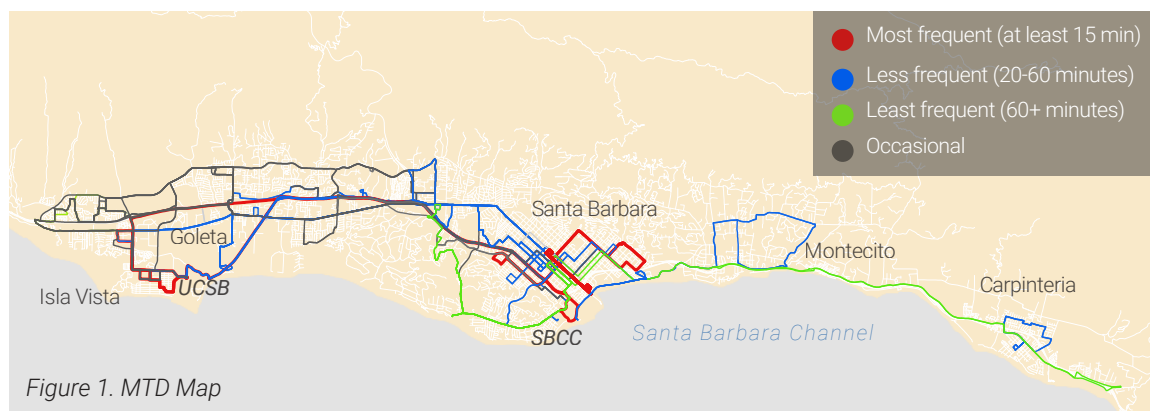


Figure 1. MTD Map

<sup>1</sup> <https://www.latimes.com/projects/california-coronavirus-cases-tracking-outbreak/covid-19-vaccines-distribution/>, accessed March 18, 2021.

<sup>2</sup> MTD

## Task 1: Project Initiation

### Task 1.1 Project Management and Project Initiation

A successfully executed project requires a thorough approach to project management that outlines a plan, allocates resources, implements QA/QC throughout the project, and provides flexibility to resolve unforeseen issues and mitigate risks. Stantec has a rigorous project management approach built on experience with projects of all sizes. Furthermore, our proposed project management team includes subject matter experts who have worked with diverse transit agencies on a range of projects. Our team is unmatched and will deliver your scope of work while exceeding expectations.

The project will commence with a kickoff meeting between the MTD stakeholders and the Stantec project team. During the meeting, we will work together to reach an understanding of project communications, decision-making processes, invoicing and reporting, grant procedures, and assumptions. Stantec will prepare a proposed work task breakdown structure and a high-level project schedule and budget that highlights how expenses and time will be allocated across the different tasks. In addition, our team will develop and present an initial list of data requirements. All materials will be discussed and assessed collaboratively to make sure both project teams are on the same page.

An intentional, thorough project management plan (PMP) will provide project clarity, direction, and overall success. Stantec will submit a project management plan outlining project scope, budget, key milestones, stakeholder groups, and task descriptions in more detail during the first month of the project. MTD will have an opportunity to review and provide comments and feedback. The PMP will serve as the guiding document for the project, and represents both teams' common understanding of project goals and deliverables. Our approach to this project will be collaborative and seek to achieve a continuous dialogue with the MTD project team.

Clear, purposeful, and regular communication is essential to project success. Regular correspondence between the project team and MTD will provide a shared understanding of project status, challenges, and next steps. Our project manager, **David Verbich**, will function as the primary point of contact for all project coordination and communication. You are familiar with his leadership and communication style from his work as the operations planning lead on the Facilities Master Plan and as project manager on the ZEB Bus Study. David is familiar with your stakeholders and your Board, having presented twice to them for the previous MTD projects. Stantec will host regular project team meetings with MTD stakeholders to keep the team up to speed on project progress and provide an opportunity for questions and input. In light of COVID-19, these meetings will be held virtually through videoconferencing or conference call, unless restrictions ease; in that case, David will attend up to two meetings in person. Stantec will circulate a meeting agenda prior to each meeting for all participants and

complete meeting minutes afterwards. We will also prepare presentation materials and present key project information to MTD, transit committees, and the public as requested.

A monthly progress report summarizing key decisions, overall progress, and other items will be prepared at the end of each month to further streamline communication. In addition, invoices will be provided for the work completed.

### Task 1.3 Identify Existing Conditions

How is the current MTD transit network used, and is it serving residents in the most cogent and convenient way possible? To identify constraints and opportunities within MTD's transit network, it is vital to first understand the existing system's performance and the service area's unique characteristics. The existing conditions analysis will be comprehensive and provide detailed insight into MTD's current transit network, which will lay the foundation for development of service concepts and recommendations later in the project.

The existing conditions analysis will largely comprise of four phases.

First, Stantec will conduct a thorough document review to align agency goals and strategies. We will then gather relevant data to conduct a market assessment, allowing us to paint a portrait of population characteristics, travel behavior, and identify disadvantaged communities and growth markets. Then Stantec will conduct a transit service analysis, including a COVID-19 impact assessment. Lastly, the community needs assessment will translate the collected data into insightful trends and tangible takeaways.

Through this assessment, we will evaluate current MTD operations and point out areas in which potential gains and efficiency can be realized to help guide the development of the service concepts in Task 3.

#### 1.3.1 Document Review

The existing conditions analysis will begin with a review of reports and planning documents from MTD, including the *Facilities Master Plan*, the *Strategic Plan 2016-2021*, *ZEB Power Modeling*, the agency's previous SRTTP, and any other relevant documents. In particular, Stantec will seek to understand MTD's service and business objectives for the five-year planning horizon and gain insight into planned microtransit projects, such as the new microtransit service supported by the state Low Carbon Transit Operations Program (LCTOP) program. Additionally, other regional and municipal transportation and land use plans, policies, and initiatives, such as the Draft Isla Vista Master Plan and the Eastern Goleta Valley Community Plan, will be reviewed to understand transit goals and priorities at a regional and local level.

Understanding MTD's objectives early in the process will uncover initial opportunities for transit growth, as well as proactively address areas where goals are contradictory. From Stantec's recent work on MTD's Facilities Master Plan, we are already familiar with most documents and understand where to locate pertinent information, such as population and employment projections from SBCAG's Fast

Forward 2040 and the in-progress RTP update, Connected 2050. This will streamline the process and allow us to develop an SRTP that is aligned with the unique vision and aspirations of MTD as well as the greater region in which it operates.

### 1.3.2 Market Assessment

Stantec will collect census and SBCAG data to conduct an analysis of MTD service area demographics. We will answer essential questions such as: *who is using transit now, and who could be using transit? Where is transit currently effective, and where will it be effective in the future?* Through this process, we will illuminate current market conditions and population characteristics, identify current and emerging activity centers, and determine large trip generators and major destinations. Our team will use a hybrid approach to collect and map demographic data. We will first leverage MTD's Remix data to mitigate data collection efforts. In the case that Remix does not have the appropriate dataset, we will collect data from other sources, like the US Census, Caltrans, and others to understand potential transit market segments and community specific challenges and opportunities.

There are three main ingredients that drive transit propensity and demand: density, diversity, and design. We will examine each element in detail to assess the current MTD service area market.

## 1. Density

Stantec will map the densities of people, jobs, and other key demographics such as household income, senior and youth populations, car-free households, and disadvantaged communities. We are familiar with the CalEnviroScreen tool for mapping disadvantaged communities and will provide a spatial analysis of where these are located in the service area. Additionally, we will analyze population growth patterns and residential and commercial demographic shifts using SBCAG's regional growth forecasting data. This allows us to identify potential growth markets, determine which portions of the service area are sufficiently dense for fixed-transit service, and understand which areas may be better suited for other solutions such a microtransit. Because students constitute a significant percentage of MTD's ridership, Stantec will pay special attention to changes to in-person activities for K-12 schools, SBCC, and UCSB.

Below is an example of how we integrate population density, employment density, and other factors to predict and show where transit service could thrive. Different spatiodemographics will be combined into a single layer or map to identify the high transit propensity areas (darker areas) in the service area.

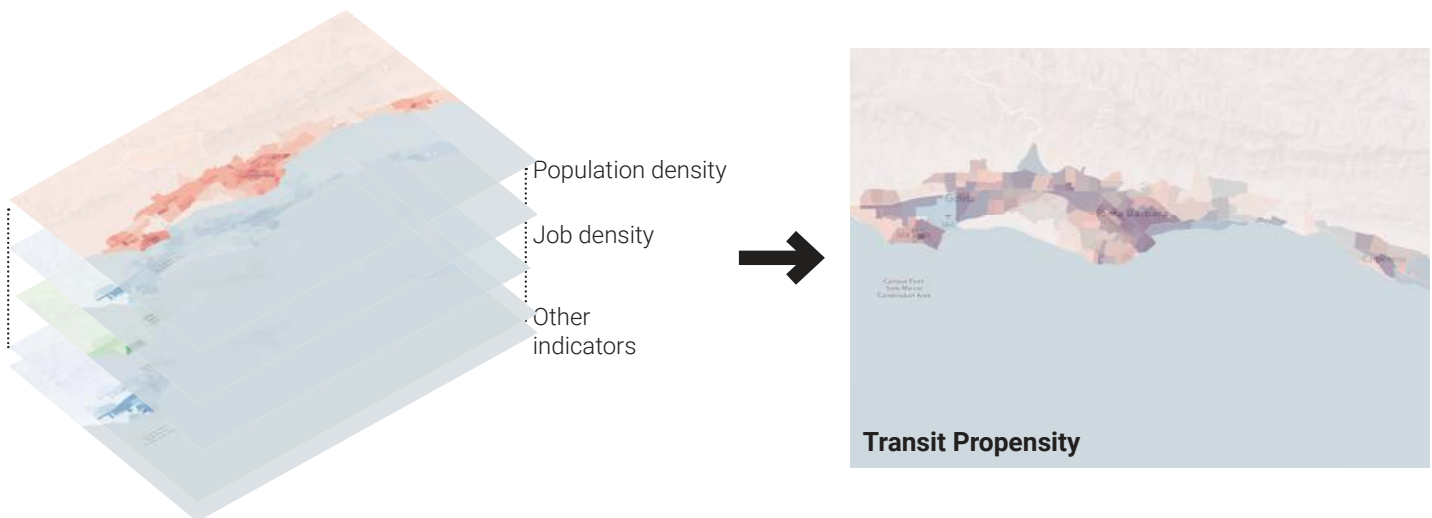


Figure 2. Example of different demographic layers that directly impact transit demand and success.

## 2. Diversity (land use)

Land use diversity also has a large impact on transit demand. Understanding the MTD service area's underlying land uses will be important to effectively assess and shape transit service. We will examine and summarize both local and regional land use by consulting Santa Barbara County's community plans, specific plans, and land use designation/zoning maps. Stantec will make sure that planned developments and TODs in the service area are taken into consideration. This will help ensure future transit and land use decisions coincide to create communities with increased access and mobility options.

## 3. Design

Transit use hinges upon safe, accessible, and attractive urban design. To Stantec, design does not only include the street network and pedestrian facilities. We deepen our review to include factors, such as cycling facilities and active transportation connections. Using the shapefiles provided by MTD, Stantec will map the transportation network, street connectivity, and sidewalk infrastructure to illustrate where infrastructure is needed to improve access to transit, gaps in first/last mile connections, and help us assess overall walkability.

### 1.3.3 Transit Service Analysis

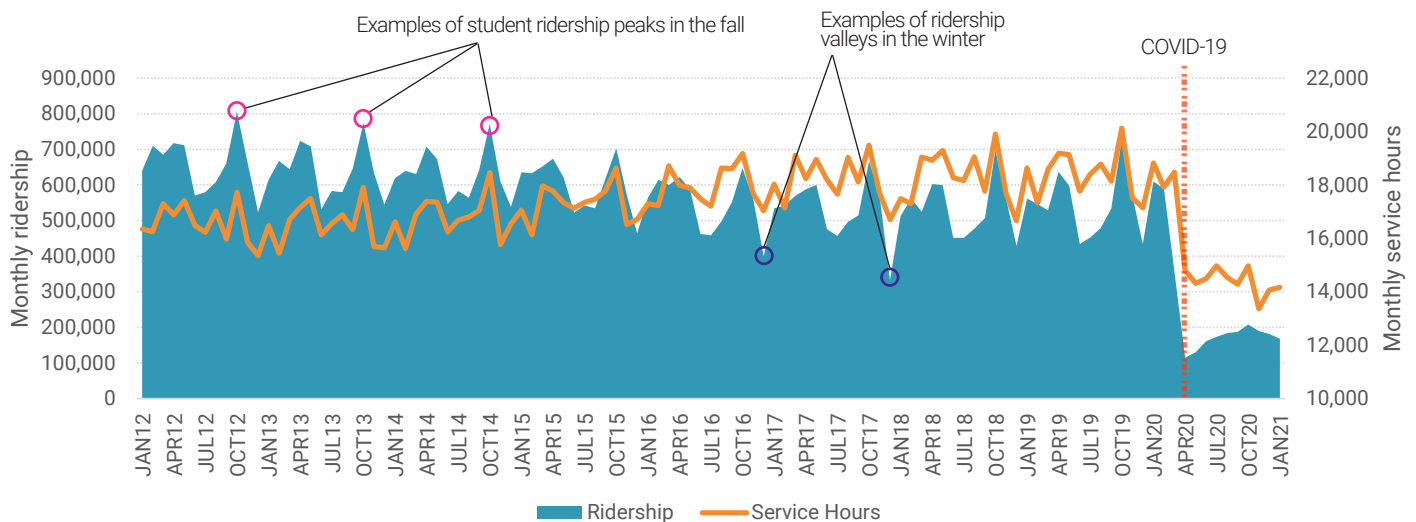
In every well-designed transit network, there is a route for every purpose, and a purpose for every route. Stantec will begin the transit service analysis by conducting a comprehensive review of MTD's current fixed route operations. We will work with MTD staff to understand the current 42 routes' background, design, special attributes, and performance. We will then collect and analyze operational and ridership data (provided by MTD) to determine which lines need special attention. Importantly, we will collect both 2019 data (pre-pandemic) and 2020 data to compare and identify trends. The review will be conducted at two levels:

**1. Network level**, where we will analyze the performance and accessibility of the network as a whole. We will also include an inventory of capital assets such as transit centers and bus stops, based upon MTD's bus stop inventory.

Below is an example of a preliminary network-level analysis showing key trends in ridership and revenue service at MTD over the last decade (**Figure 3**). This analysis can help unlock patterns, like the rise and fall of ridership with the seasons and school sessions.

Stantec will utilize National Transit Database (NTD) data and MTD's annual route reports to understand MTD's current ridership trends and operating expenses per passenger mile. We will also consider factors including seasonal trip patterns (such as school trippers, and when SBCC and UCSB are in and out of session) and higher usage routes. In addition, we will supplement all data with input from MTD staff, service standards, and agency key performance indicators (KPI) to provide contextualized data. Stantec will consider MTD's current fixed route productivity guidelines, evaluating routes on both ridership and economic measures. An area map clearly depicting large trip generators, major destinations, and emerging activity centers will be developed as a part of the transit service analysis.

Figure 3. Analysis of ridership and service trends over the last decade, MTD.





**2. Route level**, where we will assess routes to understand route performances, including:

- Fare box recovery ratio
- Scheduled run time vs. actual run time (by trip)
- Productivity, i.e., passenger boardings per revenue hour
- Trip-level on-time performance
- Boarding and alighting counts segmented by time period
- Stop-level boardings to understand passenger movements (See **Figure 4** for example map)

We will use these analyses to target specific areas that need additional attention within the service area. For example, we might need to examine areas that have been affected by decreased levels of student ridership or analyze changing downtown/State St land uses. Our findings will be accompanied by charts and graphs, and will include:

- Coverage and intensity of services
- Current ridership
- Productivities by service type

Below in **Figure 5** is a preliminary analysis of 2018 boardings by route showing that the bulk of ridership is concentrated on three to four key routes.

Finally, as part of our service analysis, Stantec will conduct two virtual workshops with MTD bus operators. Stantec proposes to organize two sessions to accommodate operators' runs. At these sessions, Stantec will present initial key findings and then guide a discussion to understand what's working well, what isn't, and how operators see potential ways of fixing issues. We find these sessions illuminating and a two-way exchange—gaining first-hand insights into operational challenges and opportunities, as well as achieving trust from operators who will be crucial for support of the resultant service plan.

### 1.3.4 COVID-19 Impact Report

Stantec understands that transit agencies around the globe have been negatively impacted by COVID-19. To assess the depth of impact, Stantec will compare 2019 and 2020 ridership data to identify the routes that have had the most significant decreases in ridership. This will allow us to determine the routes and areas that need more detailed analysis. We will also examine operations data, such as running time and on-time performance to understand opportunities to optimize running times, gain efficiencies, and better allocate resources. Through this analysis, we will target and outline key actions that are needed for service area recovery.

As an optional value-added service (for an additional fee<sup>3</sup>), Stantec can also analyze location-based service (LBS) data, better known as cellphone data, to examine differences between pre-COVID-19 and current travel patterns. Through our work with other regions, we have found that peak travel has shifted earlier than before since most journeys are taken by essential workers, and saw a decreased importance of a 'downtown' or central business district as a traffic generator. We suspect that for MTD, the biggest revelation will be the paucity of travel to/from and around schools.

Figure 4. Stop-level boardings and route frequency

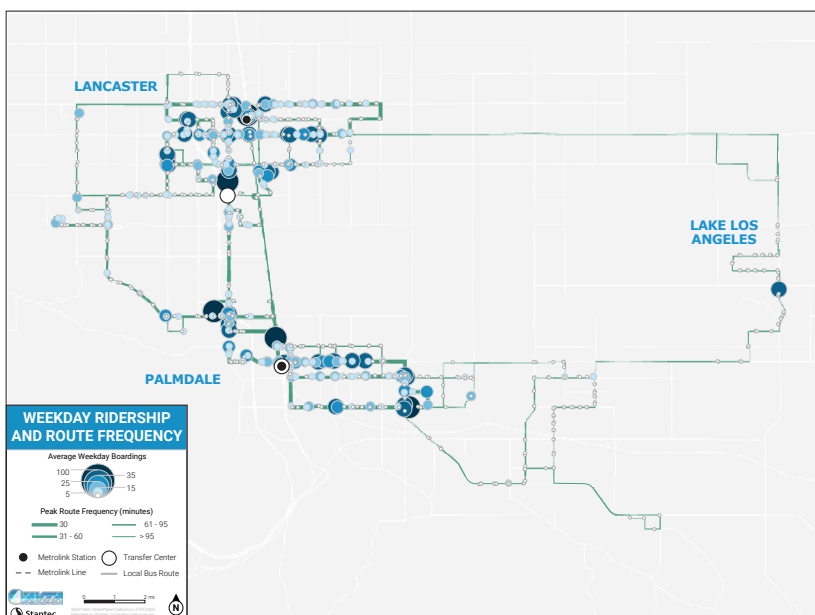
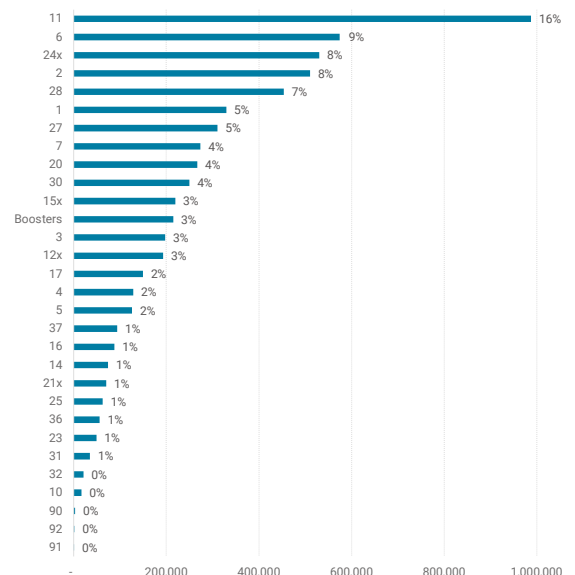


Figure 5. Annual boardings by route as a percentage of all fixed-routes, 2018



<sup>3</sup> Stantec estimates that data purchase and analysis would cost ~\$40,000.

### 1.3.5 Community Needs Assessment

An important component for this assessment will be MTD's recent surveying efforts geared at understanding ridership during COVID-19 and impacts to travel patterns. From Stantec's understanding of MTD's presentation at the California Transit Association meeting in November 2020, nearly half of its ridership were essential workers (**Figure 6**). Stantec would mine this survey for any other important findings and insights.

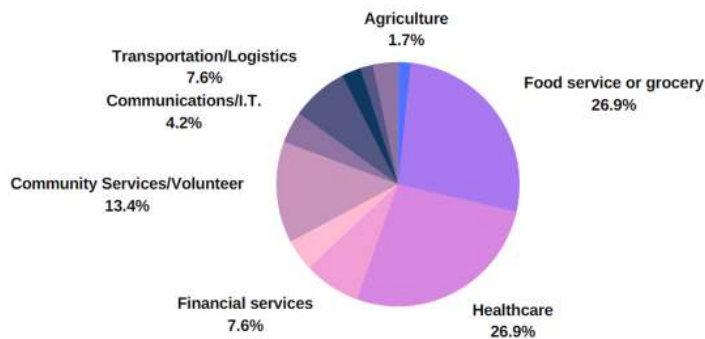


Figure 6. Breakdown of MTD ridership employment sector. Source: MTD, California Transit Association (2020)

Finally, Stantec will use the data collected in the aforementioned analyses, as well as feedback heard from the public and stakeholders during the early listening sessions, to identify gaps and needs and underscore key actions to improve operations and promote transit services in the MTD service area. This will include factors such as stop location needs, route timing improvements, potential efficiency gains, and any other opportunities (see example in **Table 1**). The identification of needs, gaps, and opportunities is important in bridging the gap between the existing conditions and development of service concepts and recommendations.

Table 1. Example of Service Concepts and Plan Objectives from the AVTA Strategic Mobility Plan

Service concepts and strategies →											
Objectives ↓	Service layers	Transit infrastructure (hubs, stops, etc.) and universal accessibility	Alternative service delivery (on-request service)	Revised schedules	Operator training	Emergency ride home (and car/vanpooling)	Travel training	Fare policy	Transit-first developments	Information and outreach (bilingual and accessible)	Collaborations and partnerships
Faster service											
More frequent service											
Shorter walks											
More reliable service											
Better integration of land use and transportation											
Better customer experience											
Better bus stop access or access to transit											
Better regional connectivity											
Better access to destinations (jobs, healthcare, etc.)											
More inclusive ridership base											
Safer and more secure											
More cost-effective service											

## Task 2: Public Outreach and MTD Board Input

### Task 2.1 Present Existing Conditions Report

Once the existing conditions report has been drafted, reviewed by MTD staff, and revised based on comments and feedback from MTD, Stantec will present the report in conjunction with MTD to the MTD Board at a public meeting, allowing for comment from both the public and the Board members.

We will send full copies of the report, including an Executive Summary, to Board members prior to the meeting. We also recommend that the report be posted on MTD's website to allow for the public to review the document. The Stantec team will also develop a PowerPoint presentation that highlights:

- Purpose and goals of the study
- Major findings from the existing conditions report
- Gaps, needs, and opportunities identified in the Community Needs Assessment
- An overall project timeline and project next steps
- Information regarding future public outreach activities and how the public can continue to be involved

The Stantec team will work with AIM to help ensure there is sufficient outreach prior to all public meetings for Tasks 2.1, 2.3, and 2.4 to achieve maximum awareness and participation.

### Task 2.2 Community Workshop, Outreach, and Survey

#### Outreach Management

AIM will attend a project kick-off meeting and regular coordination meetings with project team members as needed via conference call. AIM will provide strategic advice and counsel, review project materials and reports, coordinate with MTD and the project team, and monitor team communications throughout the project.

#### Stakeholder Database

AIM will work with MTD and the project team to develop and maintain a stakeholder database throughout the project's duration. This database will include stakeholder names and contact information as well as the preferred method of contact and potential key concerns and/or areas of project interest. The database will be comprehensive and include riders, transit and active transportation advocacy groups, local and state agencies, educational institutions, businesses and community leaders, and community-based organizations.

### Virtual Community Listening Workshops

AIM will coordinate logistics for and facilitate two virtual community-wide listening workshops. Community listening workshops will be held virtually via an online engagement platform. Each community listening workshop will be staffed by both English and Spanish-speaking AIM team members.

The first listening workshop is intended to notify the community about the project and serve as a forum for community members' input and questions. The workshop will use a browser-based online meeting platform, such as Zoom. Because the MTD service area covers multiple jurisdictions throughout Southern Santa Barbara, hosting the workshops online will create an avenue for optimal community participation and convenience. During the community listening workshop, attendees will be divided into breakout rooms based on their specific area (Carpinteria, Isla Vista, Goleta, etc.). This will provide a more intimate setting for community members to provide input and ask questions regarding their and their neighbor's specific transit needs. A second community listening session will be conducted following the community-wide workshop/online questionnaire to advise community members on the draft recommendations and the inclusion of previous community input into the plan. At the conclusion of each virtual workshop, AIM will develop a summary of all feedback provided and questions asked.

The community-wide listening workshops will be promoted through separate notification plans. The workshops will also be a chance for community members to provide their email to sign up for project updates and further outreach opportunities. AIM will record all feedback gathered at the community workshops and will develop a summary of findings for the project team within two weeks of each meeting.

#### Online Questionnaire

AIM will design, develop, and implement an online questionnaire that will be hosted on the project's webpage. The online questionnaire will run for two months and will be provided in English and Spanish. The survey will be promoted as part of a virtual community-wide workshop that gives community members information about the S RTP, includes an informational video and allows community members to respond to the online questionnaire. AIM will create a web-based online interactive community questionnaire tailored to the project needs that will provide the project team with actionable public data to support decision making. Once the online questionnaire closes, AIM will develop a summary of findings.

### Sub-Regional Pop-Up Workshops

AIM will plan, coordinate logistics for, and facilitate four sub-regional pop-up workshops to be held at major transit hubs, colleges (if open), or other community destinations in the Santa Barbara region. The pop-up workshops will take place at locations within the project area where we can effectively engage a diverse group of stakeholders, including non-transit riders, students, and underrepresented groups. By creating a place for open discussions about transit services, AIM and the project team will garner input from the community that will help inform the process of developing the SRTTP and better understand the barriers to using transit.

The pop-up workshops will include informational materials developed in conjunction with the project team, interactive activities, and the opportunity to sign up for project updates. English and Spanish-speaking AIM team members will staff the pop-up workshops as required. At the conclusion of the pop-up workshops, AIM will develop a comprehensive summary which will include all input gathered and photography.

### Public Information and Notification

AIM will utilize traditional and nontraditional methods to notify the community about the project and any upcoming public participation opportunities including pop-in workshops and community workshops. These may include email notifications, notification through social media platforms, media releases, posters in local businesses, postcards, banners and signage in designated neighborhoods and districts, door hangers, newspaper and radio advertisements, and bus and transit advertisements. As needed, AIM will assist with the development of direct mailers and newspaper advertisements. *It is our understanding MTD will be responsible for all printing, postage, and advertisement costs.*

### Informational Video

AIM will develop key messaging, film, and produce one SRTTP informational video. The informational video will inform serve as a call to action to encourage public participation throughout the project.

### Communication Collateral

AIM will develop electronic outreach materials to inform the community. These materials may include informational brochures, flyers, social media graphics, fact sheets, and FAQ's. A template for each collateral item will be developed that is consistent with a project brand, is easily updated, and will either be printed or distributed through electronic means. Materials will be available in English and Spanish and can be translated into other dialects, as needed.



Pop-up Workshop by AIM for Sacramento Regional Transit District (SacRT)

### Task 2.3 Present Preliminary Draft Plan

Following the development of the Preliminary Draft Plan in Task 3.1, the draft report will be presented to the MTD Board at a public meeting by the Stantec team and MTD staff.

The meeting will provide an opportunity to update the Board and the public on project progress, and to show how community and stakeholder feedback has been incorporated into service concepts and recommendations. Importantly, this meeting will serve to gain feedback, comments, and concerns from the community and the Board regarding the preliminary service concepts and recommendations. This step is invaluable as it is a touchpoint to determine if we are on track with recommendations and if service concepts are aligned with community and Board goals and values.

As with the presentation of the existing conditions report, we will provide full copies of the Draft Plan, an Executive Summary, Board meeting presentation, and PowerPoint presentation suitable for the public. The PowerPoint presentation will highlight how we incorporated community and stakeholder feedback into the service recommendations and walk-through service concepts that are under consideration, focusing on how the service would be changing from a rider point of view.

### Task 2.4 Present Draft Final Plan

Following preliminary plan revisions and Draft Final Plan development, the Stantec team and MTD will provide one presentation to the Board and the public showing the finalized draft plan. The purpose of this meeting is to provide one last touchpoint to show revisions of recommendations and service concepts from the preliminary draft plan based on feedback from the Board, the public, and stakeholders before Board of Directors plan adoption. As with tasks 2.1 and 2.3, we will provide full copies of the plan, an Executive Summary, Board meeting presentation, and PowerPoint presentation suitable for the public.



## Task 3: Short Range Transit Plan

### Task 3.1 Develop Preliminary Draft Plan

Based on the information gathered during the existing conditions analysis and ongoing public outreach and stakeholder engagement, Stantec will work collaboratively with MTD to develop goals and objectives to serve as a framework for the next five-year planning horizon through the implementation of recommendations outlined in the S RTP.

The 2016-2021 Strategic Plan and MTD's existing service standards will serve as a starting point for the development of S RTP updated goals and objectives. Our team will review the vision and mission statement, values, and strategic priorities outlined in the strategic plan and provide recommendations for goals and objectives that will guide the S RTP. We will align these goals with existing strategic priorities, update them to reflect the ever-evolving transit landscape, and work with MTD staff to develop goals that help guide transit recovery post-COVID-19.

This exercise provides a framework for designing service concepts and developing the financial plan, as it provides a direction of what the agency and community values. Oftentimes, transit agencies have muddled goals that leave staff unsure of what to do—for example, *do we value ridership, fare revenue, and recovery to a greater extent than coverage service, which may drive down productivity? Is the agency focused on returning to pre-COVID-19 levels of ridership and making sure their riders feel safe onboard the system?* Having clarity is crucial for decision-making and explaining why and how certain choices are made when it comes to designing service and allocating finite resources.

One of the most important considerations when developing recommendations for service and routing improvements is understanding trade-offs when providing transit service with limited resources, which is often represented through the “frequency/coverage” debate. Typically, a transit network is either coverage-focused (implying easy access to the system for everyone regardless of quality or frequency of service) or it is ridership, frequency, and productivity-focused, with high-frequency service and direct routes along major corridors but less systemwide coverage. Agencies can also adopt a hybrid approach based on specific community characteristics where aspects of each approach are applied in different parts of the service area to serve specific needs and populations. This approach might be something to explore for the MTD, where a more frequency-focused network is concentrated in the dense downtown Santa Barbara and Isla Vista areas, and a more coverage-focused network is adopted in less dense areas such as Goleta and Carpinteria.

This trade-off discussion is important to have with the community, as it helps guide where resources should be concentrated. For example, our work developing [Winnipeg's Transit Master Plan](#) showed that the community ultimately valued frequency over coverage, and the new system was then built on the foundation of a rapid transit network focused on frequency augmented by consolidated coverage-focused, lower-frequency routes connecting to the rapid network. Various service concepts (such as one that favors coverage, one that favors frequency, and one that strikes a balance between the two) can be developed to determine where community priorities lie and elicit feedback. This allows recommendations to be implemented that both keep existing riders happy and attract new riders to the system.

Creating excitement and interest in transit through bus stop art installation project in Boston



Additionally, a well-designed and successful transit system features a mix of layered or tiered transit services designed to meet the diverse needs of Southern Santa Barbara County. Transit service layers are distinguished by the level of service (headway or time between buses), distance between bus stops, and main purpose of the route. Typical route classifications our team has used in the past include frequent routes, local routes, and community routes as depicted in **Figure 7** below. We will examine routes and current service designations of MTD's service design, and provide service concepts that incorporate appropriately layered transit services.



Figure 7. Layers of Transit Service

In addition to developing service concepts and recommendations based on transit service layers, we will also consider existing or planned MTD projects, including the ZEB transition and the Goleta microtransit pilot. Our recommendations will be informed by our intimate understanding of the limitations and constraints of BEBs. Essentially, we will not propose any recommendations that are infeasible under ZEB operations or any service duplication of the Goleta microtransit project.

An added challenge to providing high-quality, convenient transit services is the surrounding built environment. A built environment that was not developed with transit and pedestrians in mind often makes it more difficult to reach bus stops and can discourage transit use. The Stantec team understands the importance of the built environment and strengthening first/last mile connections to bus stops, advocating for the incorporation of transit and transit station connectivity into the built environment, land uses, and urban design, and will incorporate recommendations related to this in the SRTP. Identifying potential multimodal hubs such as the Amtrak station, the transit center in downtown Santa Barbara, and others can help establish a robust network for transportation that reduces the need for single occupancy vehicles, while promoting the MTD brand in the community.

Another component of incorporating transit into the built environment is developing implementable strategies to prioritize transit in the public right of way to make transit a more convenient and attractive option, and to ultimately get people where they need to go faster. We will develop a list of transit priority infrastructure and treatment strategies tailored to MTD based on the unique context of the MTD service area and services provided. Some of the best practices and strategies that will be investigated could include:

- Bus stop balancing
- Dedicated bus lanes
- Dynamic pricing for on-street parking
- Transit signal priority
- Queue jump lanes
- Congestion pricing
- Lowering off-street parking requirements for new developments
- Incorporating TDM requirements into new development conditions



Figure 8. Examples of Transit Priority Infrastructure and Treatment Strategies

We acknowledge that many of these strategies would require collaboration with other agencies and municipalities to implement; however, being informed of what strategies are available and their proven success in other areas can help prepare MTD for bringing all the parties to the table and beginning these conversations.

Draft service concept recommendations will be developed for each route, and easy-to-understand graphics will be produced to show the proposed changes, which can be used when soliciting stakeholder and community feedback regarding the initial service concepts and recommendations (see example in **Figure 9**).



We will present proposed route changes, the overall planning framework, and any Title VI analysis outcomes at a public workshop to gain public and stakeholder reactions and feedback (Task 2.3). This feedback will be used to refine the initial recommendations, as well as to show how initial public feedback was incorporated into the recommendations. Following the presentation and collection of feedback and comments from the public and stakeholders, the Stantec team will refine the recommendations based on this feedback. We will also leverage the Remix tools and build the new proposed network in Remix. This would be a simple way to share the proposed network with MTD staff and stakeholders for comment, and enable stakeholders to compare accessibility outcomes (by using the Jane tool in Remix) between the current and proposed systems.

While all our recommendations will be developed keeping equity in mind, we will complete a Title VI analysis for all proposed route changes to assess the impact that the proposed changes will have on low-income and minority populations. When major changes are made to a transit service, it is important to evaluate these changes to make

sure environmental justice is achieved and that service changes do not have a disproportionate impact on target populations. Following the Title VI requirements of the FTA Circular 4702.1B and MTD’s Title VI program, we will identify and evaluate the impacts of major proposed service changes on low-income and minority populations.

The *Title VI Requirements and Guidelines for FTA Recipients* (Circular 4702.1B) provides guidance and procedures to deliver non-discriminatory transit services. This means evaluating whether a service change or fare change has adverse effects on the service population, and whether those adverse effects are borne disproportionately by low-income and minority populations.

If any proposed service changes and recommendations result in an MTD-defined major service change, the Stantec team will conduct a disparate and disproportionate impact analysis to determine if they have disproportionate or disparate impacts on the target populations, as well as a fare equity analysis if any fare changes are proposed. If a disproportionate or disparate impact is found, we will develop strategies to mitigate, avoid, or minimize the impact.


# ROUTE 1


## Frequent Service




Learn more at: <http://avtamobilityplan.fyi/>

What’s Changing?

- 

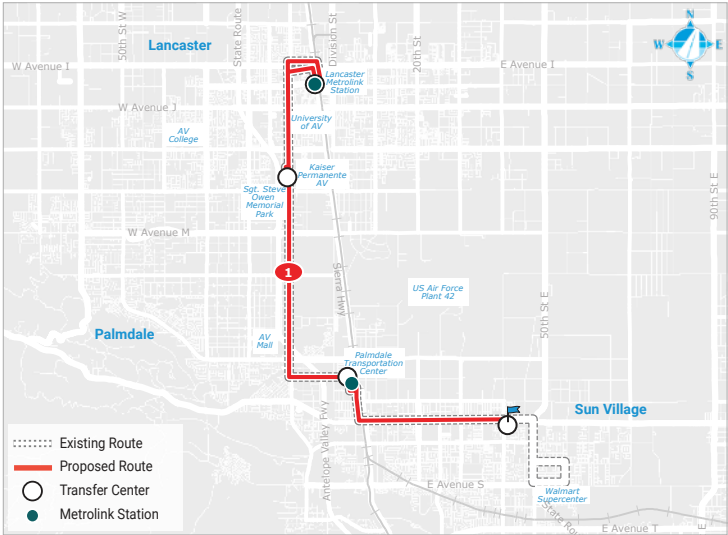
**Improves service frequency** by operating every 15 minutes from 7 AM to 7 PM on weekdays and every 30 minutes from 8 AM to 6 PM on Saturdays.
- 

**Runs later** on evenings and weekends through on-request service. See the project website and FAQ tab for more details.
- 

**Terminates at proposed transfer center** near the South Valley Health Center. This site will also be developed into a hub with passenger amenities and on-request transfers.
- More Frequent**

**Later Service**

**Route Change**



Service Frequency

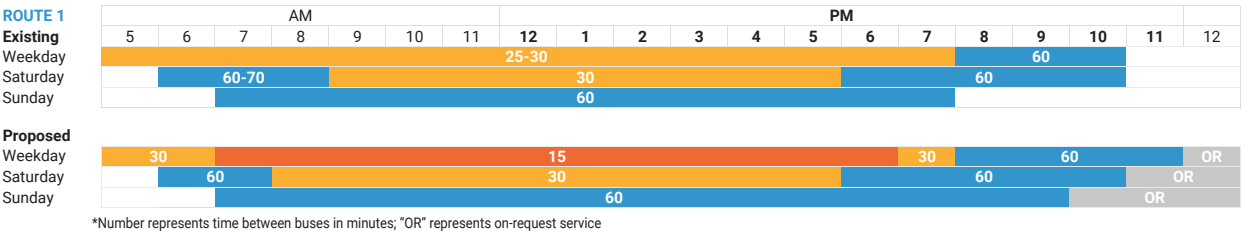


Figure 9. Example route proposal graphic that the Stantec team developed for the AVTA Strategic Mobility Plan which highlights proposed route changes, service frequencies, and other major changes.

The Stantec team has experience completing Title VI analyses, and we propose using the Remix Title VI engine to run the equity analysis more efficiently, saving time and allowing for MTD and Stantec to quickly see different equity and environmental justice outcomes of different draft recommendations. This approach will help to complete this step of the process quickly and efficiently, saving time and making the best use of available resources for this project.

We recommend completing the initial Title VI analysis prior to public outreach and presentation of initial recommendations so that the results of the Title VI analysis can be presented as part of this phase of public outreach. This will also satisfy the FTA requirement of public engagement in the decision-making process for Title VI equity analyses.

### Task 3.2 Funding Source Report

An important component of recommendation development for the SRTP is verifying that they can be implemented and identifying their associated costs and potential funding sources is a major component of this. The Stantec team will develop a funding source report outlining operating and capital budgets required to implement the recommended service improvements and potential funding sources that can help cover these costs. In addition, the uncertainty created by COVID-19 has created a new push for financial efficiency and sustainability within transit agencies across the globe. The financial analysis will reflect unique external factors that will likely influence MTD's balance sheet throughout the five-year SRTP period, including:

- Ridership levels, willingness of riders to return to transit
- Availability of grant funding from Federal, state, and local government partners
- Availability of COVID-19 emergency/recovery stimulus funding
- Overall economic outlook

Current and planned funding sources will be identified to understand the level of subsidization that the service will experience through the five-year period. Funding streams from traditional partners such as the FTA and Caltrans will be explored, as well as potential new funding sources, such as CARB for continued fleet electrification. We will review and build upon the Funding and Regulatory Review that we conducted for Phase I of the Facilities Master Plan project as a base for this report and provide an overview of funding opportunities at the Federal, state, and local level.

**We will utilize the expertise of Stantec team member, Greg Chilik, who spent five years at the FTA overseeing grant programs.** His intimate knowledge of different FTA funding opportunities will be leveraged to provide MTD with a comprehensive overview of all applicable FTA funding sources.

Examples of existing funding streams MTD taps into include FTA Section 5307 and CARES Act funding grants, Local Transportation Fund sales tax revenue, SB1 funds, and local Measure A sales tax revenues. We will review MTD's historical management of these funds to determine how they can factor into future financial planning. Our

team will also review the agency's historical budget data and expenses throughout the past five years to determine the efficiency of operations. A review of comparable peer agency financial data will be conducted to draw comparisons to MTD's spending plans and will also leverage Stantec's expertise in the financial side of transit operations.

One identified challenge for the MTD is the fact that the service area is on the cusp of surpassing the 200,000 population threshold, which will change the ways in which it can use FTA Section 5307 grant funding. Currently, the MTD can use FTA funding for operating assistance, but once the service area reaches a population of 200,000, operating assistance will no longer be an allowable expense unless identified by FTA as eligible under the Special Rule. If the MTD cannot maintain eligibility for operating expenses, it will have to find other sources to fill this funding gap. MTD's FY19-20 Operating & Capital Budget has already identified this possibility, noting that if this happens "the District could lose up to \$2 million if it is redefined as a large, urbanized area." In the short term, the MTD has shifted \$600,000 in State Transit Assistance (STA) funds for operating purposes.

Relatedly, the MTD relies on the countywide Measure A sales tax for both its operating and capital budget. Due to the economic impacts of COVID-19, many transit agencies are seeing reduced revenues from sales taxes. While the economy is showing signs of reopening, which could reverse this trend, the future is still uncertain. Finding solutions for these and other identified funding challenges will be a focus of the funding sources report.

The operating resources analysis will be used to develop operational budget estimates. Service changes may recommend things such as altered headways or service spans, and it is important to translate these changes into operational costs and resources (operators, vehicles, service hours, etc.) required to operationalize these recommendations. Stantec has developed a model that can be used to estimate operating costs based on annual revenue hours and miles for each route. The model uses factors, including:

- Round-trip route length
- Service span
- Peak and off-peak headways
- Seasonal service levels
- Number of stops, dwell times, and layover times
- Average bus speed
- Number of buses (peak and off-peak)

If any capital projects are recommended in the SRTP, we will develop cost estimates that can be incorporated into future capital budgets. For example, if bus stop improvements are recommended, we will utilize past adopted budgets to develop cost estimates and develop phased year-over-year cost estimates for all proposed capital improvements.

### Task 3.3 Develop Final Draft Plan

After receiving comments from the public, stakeholders, MTD staff, and the Board of Directors regarding the draft service concepts and recommendations, Stantec will revise recommendations and develop the final draft plan. The final draft plan will include a summary of the existing conditions report and outcomes from public and stakeholder outreach events, and focus on the final recommendations and phased implementation plan for the five-year planning horizon. The implementation strategy will be aligned with the goals and objectives developed in Task 3.1, and will include potential funding sources and responsible actors for each action item (see **Figure 10** below).

Figure 10. Potential funding sources and responsible actors for action items →

Action	Year 1	Year 2	Year 3	Potential Funding	Responsible Actor(s)
<b>Goal 1 - Enhance AVTA's core services - transit network and mobility services</b>					
<b>Fixed-route</b>					
1 Layers and network design	Refine network and route concepts and launch new local network (launch in 2020)			5307; CMAQ; Measure R; Props A and C	AVTA
2 Improve schedules	Redevelop schedules to more accurately reflect on-street operating conditions	Expand street supervision to monitor reliability		5307; CMAQ; Measure R; Props A and C	AVTA; Transdev
3 Explore transit-dedicated infrastructure	Establish working group for studying transit-dedicated infrastructure	Pilot peak hour reserved lanes on Palmdale Blvd. Pilot peak hour reserved lanes on Ave. J	Pilot peak hour reserved lanes on 10th St.	5307; CMAQ; Measure R; Props A and C; SB-1; BUILD	AVTA; City of Lancaster; City of Palmdale; Los Angeles County
<b>Dial-a-Ride</b>					
4 Launch on-request service	Implement on-request shared mobility services	Monitor and adjust services as program evolves		5310; CMAQ; 5312; Integrated Mobility Innovation	AVTA; Transdev; other party(s)
5 Rationalize service area and eligibility	Study whether service area requires reduction and if eligibility should be modified	Modify service area and eligibility as necessary			AVTA; community partners
6 Expand travel training	Refocus program on travel training DAR customers and new fixed-route customers			5310	AVTA; community partners
7 Explore volunteer transportation programs		Establish working group to examine volunteer transportation programs and non-transit services		5310	AVTA; LA Metro; community partners
8 Establish accessibility advisory committee	Develop framework for establishing advisory committee on accessibility & establish committee				AVTA; community partners
<b>Commuter</b>					
9 Redesign routes	Refine network and route concepts and launch new local network				AVTA
10 Improve schedules	Redevelop schedules to more accurately reflect on-street operating conditions				AVTA; Transdev
11 Explore collaboration with Santa Clarita	Work with SC Transit to understand opportunities to minimize duplication and best use resources			TIRCP; Props A and C; Measure R	AVTA; Santa Clarita Transit
<b>Fare policy</b>					
12 Launch a fare study	Implement short-term changes to fares and fare policy	Launch study to rationalize fares due to route and service changes			AVTA
13 Expand student fares to all students in the AV	Create new fare category for any enrolled-student to obtain a discounted fare			AVAQMD	AVTA; AVUSD; University of Antelope Valley; other schools
<b>Goal 2 - Improve the customer experience</b>					
14 Improve customer and community awareness of AVTA services	Work with local groups to understand disability needs for information Ensure all marketing and informational material is bilingual and up-to-date	Implement new community outreach program to inform about AVTA at different locations across AV	Work with accessible advisory group to develop accessible information		AVTA; community partners
15 Retrain operators		Retrain operators for customer service and safe operations			AVTA; Transdev
16 Leverage Metro's Guaranteed Ride Home program and educate customers	Dedicate a customer rep to working with employers and employees to educate about GRH	Hold internal working meetings to track plan implementation and success		Measure R and M; Props A and C	AVTA; LA Metro; employers
17 Improve bus stop amenities	Establish committee to develop bus stop guidelines & an improvement plan	Install new bus shelters and benches		5307; CMAQ; Measure R; Props A and C; SB-1; BUILD	AVTA; City of Lancaster; City of Palmdale; Los Angeles County
18 Collaborate with officials and community to implement transit supportive design and development	Establish working group of staff from cities, community organizations and AVTA to develop transit-supportive guidelines	Implement and monitor developments and their transit-supportiveness		Measure M; Sustainable Communities Program (SCAG)	AVTA; City of Lancaster; City of Palmdale; Los Angeles County
<b>Goal 3 - Build and support an inclusive, multimodal network</b>					
19 Improve sidewalk and bicycle access to AVTA services	Establish pedestrian and cyclist access working group & action plan	Implement pedestrian and cyclist access and integration program		Measure M; Sustainable Communities Program (SCAG)	AVTA; City of Lancaster; City of Palmdale; Los Angeles County
20 Improve the accessibility of AVTA infrastructure	Work with accessibility advisory committee and local officials to prioritize accessibility improvements			Measure M; Sustainable Communities Program (SCAG)	AVTA; City of Lancaster; City of Palmdale; Los Angeles County
21 Support a car-sharing scheme in the AV	Study potential for car-sharing schemes centered at multimodal hubs			Measure M; 5312	AVTA; LA Metro; car-sharing companies
22 Develop a marketing plan and implement a brand refresh	Develop marketing plan to provide public outreach for the plan	Launch a brand refresh study	Implement brand refresh		AVTA
23 Develop an internal communication strategy	Establish internal advisory group to support implementation of this plan & identify funding priorities	Implement and monitor the actions of this plan & develop a funding action plan			AVTA

### Task 3.4 Board of Directors Plan Adoption

Following completion of the final S RTP report document, we will submit the report to the Board of Directors, and any revisions required for the report to be approved will be completed by Stantec. The Stantec team is familiar with formatting documents to credit Caltrans, so the final report cover page will be formatted to credit Caltrans for their Sustainable Communities Transportation Grant financial contribution.

We have allocated time for our in-house graphic designer to format this report as a public-facing document and have brought on a local Santa Barbara photographer. This will enable us to provide a final report that is professionally designed, aesthetically pleasing, and appropriate for sharing with the public, stakeholders, and Board of Directors.

Project Schedule

While the RFP mentions beginning Task 2.2 activities in August 2021, we recommend beginning stakeholder and community outreach activities in July 2021 to provide for an opportunity to integrate findings from early outreach and engagement activities (such as the virtual listening sessions) into the existing conditions report. We believe it is especially important to incorporate findings from early outreach activities into the Community Needs Assessment to show the community that their voices are being heard and their needs are incorporated in every step of the planning process.

DELIVERABLES

- A

**Kick-off Meeting**  
Project Management Plan
- B

**Existing Conditions Report**  
Including a community needs assessment
- C

**Present Existing Conditions Report**  
Powerpoint presentation
- D

**Community Workshop, Outreach, and Survey**  
PowerPoint, workshop materials, and summary
- E

**Present Preliminary Draft Plan**  
Powerpoint presentation
- F

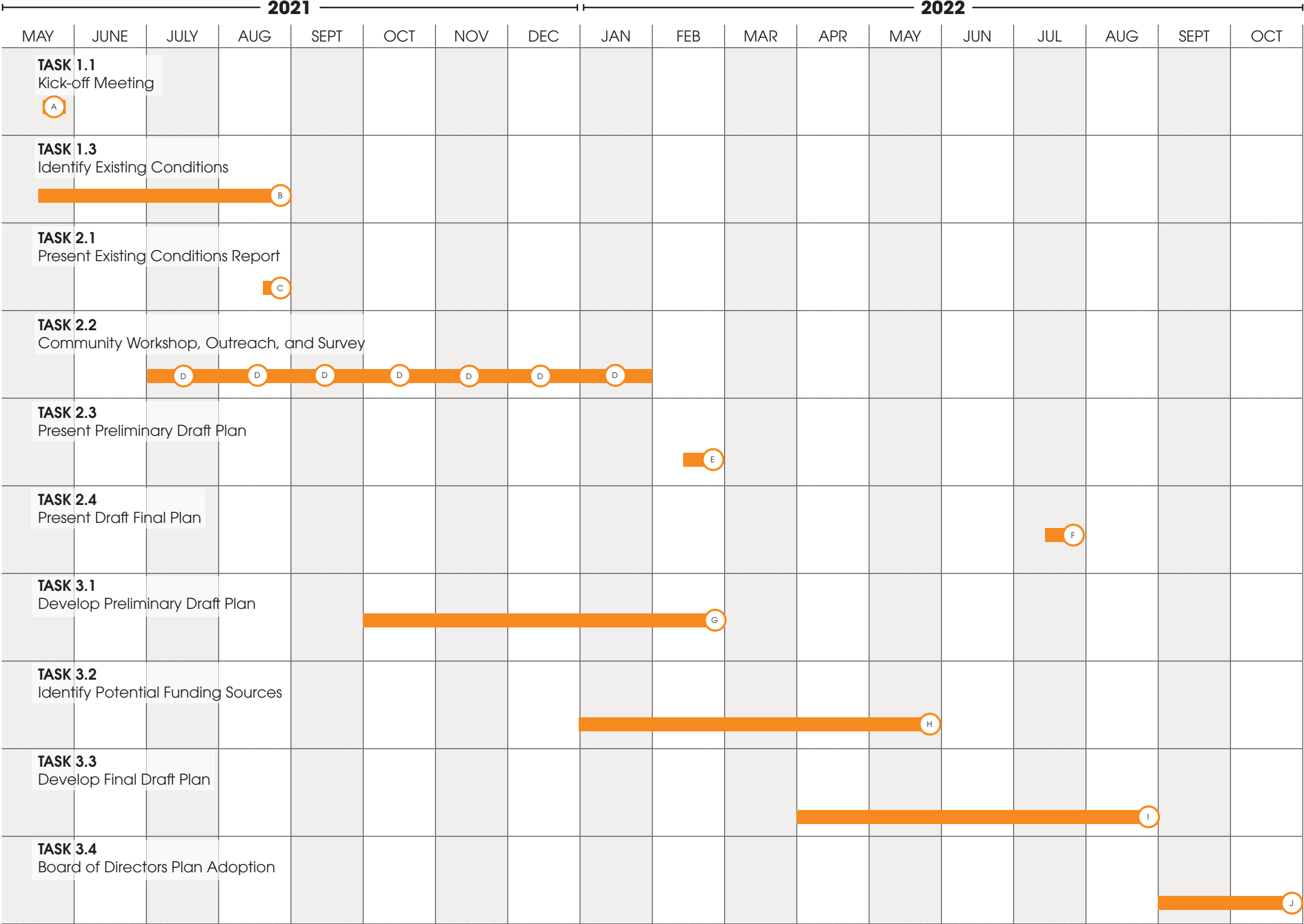
**Present Draft Final Plan**  
Powerpoint presentation
- G

**Develop Preliminary Draft Plan**
- H

**Funding Source Report**
- I

**Develop Draft Final Plan**
- J

**Final Plan and Adoption**





Stantec Consulting Services Inc.  
801 South Figueroa Street Suite 300, Los Angeles CA 90017-3007

May 4, 2021

File: Santa Barbara Metropolitan Transit District – Short Range Transit Plan RFP – BEST AND FINAL OFFER

**Attention: Valerie White**

Purchasing Agent  
Santa Barbara Metropolitan Transit District  
W: 805.963.3364 x244  
550 Olive Street  
Santa Barbara CA 93101  
[vwhite@sbmtd.gov](mailto:vwhite@sbmtd.gov)

Dear Ms. White,

**Reference: BAFO for the Short Range Transit Plan RFP**

Thank you for the opportunity to submit a best and final offer (BAFO) for this proposal. Stantec is a trusted partner of SBMTD and we enjoy working together to enhance the quality of life of residents in the South Coast by assisting SBMTD fulfil its mission. We hope to continue to serve SBMTD through the development of the S RTP.

Our initial proposal and cost proposal aimed at providing and exceeding MTD's expectations. To better match the expectations and available budget, we have revisited our scope and made the following changes to fit within MTD's budget:

- All meetings and presentations will be virtual to the extent possible, given potential COVID-19 restrictions. However, Stantec understands that in-person Board presentations, if possible, are important and Stantec will attend these meetings. With previous work by Stantec on the Facility Master Plan, we met with several key stakeholders to understand their needs and are cognizant of their plans (like UCSB, SBCC) so we have a solid foundation.
- Stantec will develop an informational video about the project and how individuals can get involved. This will be delivered as originally scoped in our proposal.
- In person pop-ups are proposed for two consecutive days during the full span of service. Stantec assumes that MTD will provide support during the pop-ups (i.e. provide tables, MTD-branded items such as tablecloths and MTD giveaways, if desired), while Stantec will lead advertising pop-ups (like through social media channels), and prepare information directing stakeholders to the online resources.
- Not previously scoped, Stantec will prepare a simple project website to host information, videos, surveys, advertise project progress and outreach events.
- The existing conditions review will leverage to the greatest degree possible data and analyses available from MTD, limiting the new amount of data collection and analyses.

Reference: BAFO for the Short Range Transit Plan RFP

- Cell phone data will not be purchased; instead, we will use travel flows from regional model outputs, survey information, stakeholder feedback, and MTD staff insights and expertise.
- The final report will be aesthetically pleasing, but it will not be designed to be as graphically rich as initially proposed; Stantec will rely on MTD staff for photos as needed to enhance the final report.
- Stakeholder engagement will be limited to virtual meetings, where:
  - Phase 1 -- One virtual community wide listening session will be led by AIM, with support from Stantec and SBMTD. During the workshop, attendees will be split into breakout rooms in regard to their specific area (Carpinteria, Isla Vista, Goleta, etc.). This will provide a more intimate setting for community members to provide input and ask questions regarding them and their neighborhood's specific transit needs. At the conclusion of the virtual community listening workshop, AIM will develop a summary of all feedback provided and questions asked.
  - Phase 2 -- One virtual community session where Stantec and SBMTD will present initial service changes and concepts to get public feedback on recommendations. Adjustments will be made based on reasonable feedback and comments.
  - AIM will design and assist with communication collateral and notifications. All collateral will be in English and Spanish. Additional languages can be added for additional fee.
- Stantec and AIM assume that SBMTD will be responsible for developing and sharing a stakeholder database with contact information for riders, transit and active transportation advocacy groups, local and state agencies, educational institutions, businesses and community leaders, and community-based organizations for AIM to distribute information to. SBMTD will also be responsible for all printing, postage, and advertisement costs.

We thank you again for your consideration and would be happy to discuss this work plan and budget further.

Regards,...

**Stantec Consulting Services Inc.**



**David Verbich** PhD  
Associate, Transportation  
Phone: 213-453-4198  
David.Verbich@stantec.com



**Sasha Pejic** PMP  
Principal, Transportation  
Phone: 416-276-7057  
Sasha.pejic@stantec.com

Attachment: Revised Cost Proposal



**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**  
**Short Range Transit Plan Request for Proposals**  
**BEST AND FINAL OFFER**  
**PRICE PROPOSAL**

Provide a firm, fixed price contract for a Short Range Transit Plan as described herein *Scope of Services*.

Description	Price
<b><i>TASK 1 Project Initiation</i></b>	
1.1. Kick-off Meeting	\$ 7,044.00
1.3. Identify Existing Conditions	\$ 15,876.00
<b><i>TASK 2 Public Outreach &amp; MTD Board Input</i></b>	
2.1. Present Existing Conditions Report	\$ 1,824.00
2.2. Community Workshop, Outreach & Survey	\$ 44,782.75
2.3. Present Preliminary Draft Plan	\$ 1,270.50
2.4. Present Draft Final Plan	\$ 1,630.00
<b><i>TASK 3 Short Range Transit Plan</i></b>	
3.1. Develop Preliminary Draft Plan	\$ 19,870.00
3.2. Identify Potential Funding Sources	\$ 2,138.00
3.3. Develop Final Draft Plan	\$ 16,219.75
3.4. Board of Directors Plan Adoption	\$ 4,344.00
<b>TOTAL Proposed Price for all Tasks and delivery of Short Range Transit Plan:</b>	
	<b>\$ 114,999.00</b>

The Bidder hereby represents and warrants that:

1. It has sufficiently informed itself in all matters affecting the performance of the work, or the furnishing of the labor, services, software, supplies, material, or equipment called for in carrying out the project.
2. It has reviewed the contract documents including the *MTD Master Agreement*, the *Federal Transit Administration Contract Provisions*, and the *Scope of Services*, and agrees to the terms and conditions thereof.
3. Its bid has been thoroughly checked for errors and omissions and the costs, prices, hours, rates, and any other constituents of this Price Proposal are a complete and correct statement of its price for performing all project work required by the contract documents.
4. Its bid is genuine, not sham or collusive, nor made in the interest of any person not herein named; that it has not in any illegal manner sought to secure for itself any advantage over any other bidder.
5. Its bid, including the complete Proposal, is valid for 90 days following the bid due date and time.



Authorized Official Signature

**Sasha Pejic**

Authorized Official Name

**Stantec Consulting Services Inc.**

Business Name of Bidder

April 28, 2021

Date of Signature

**Principal, Transportation**

Authorized Official Title

**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**  
**Short Range Transit Plan Request for Proposals**  
**LOBBYING CERTIFICATION**

The undersigned certifies to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.



\_\_\_\_\_  
Authorized Official Signature

Sasha Pejdic, PMP

\_\_\_\_\_  
Authorized Official Name

Stantec Consulting Services Inc.

\_\_\_\_\_  
Business Name of Vendor

March 23, 2021

\_\_\_\_\_  
Date of Signature

Principal, Transportation

\_\_\_\_\_  
Authorized Official Title

(Signer must match authorized official shown on Bidder Information form)

# SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

## Short Range Transit Plan Request for Proposals

### NONCOLLUSION DECLARATION

The undersigned declares:

I am the Principal, Transportation of Stantec Consulting Services Inc.,  
(title) (business name of bidder)  
the party making the included bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 3-23-2021, at Hamilton, Ontario, Canada.  
(date) (city) (state)

  
Authorized Official Signature

Sasha Pejic, PMP  
Authorized Official Name (printed)

### COMPENSATION CERTIFICATION

I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

  
Authorized Official Signature

Sasha Pejic  
Authorized Official Name

March 23, 2021  
Date of Signature

Principal, Transportation  
Authorized Official Title



# QUARTERLY REPORT

**Fiscal Year 2020-21**

**For the Nine-Month Period Ending  
March 31, 2021**



FY 2020-21 THIRD QUARTER PERFORMANCE REPORTS
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## FY 2020-21 THIRD QUARTER PERFORMANCE REPORTS

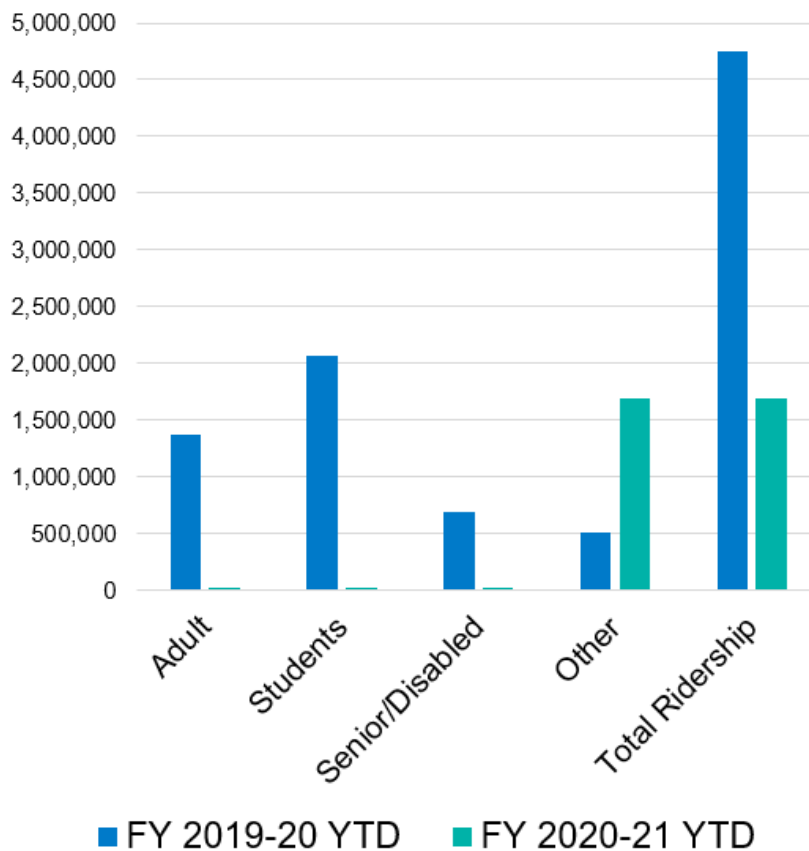
# Ridership Summary

For the Nine-Month Period Ending March 31, 2021

### Ridership Performance Indicators

Systemwide ridership during the third quarter (January through March) of FY 2020-21 totaled 570,893 representing a 63.2% decrease of approximately 981,426 riders from the same period of FY 2019-20. The COVID-19 pandemic has had an unprecedented effect on MTD's service and ridership, and this quarter marks one year since the pandemic began. No fares were collected in the third quarter of this year. The fare category "other" below includes free rides, which makes up the entirety of the quarter's ridership.

### Year-to-Date Ridership by Fare Category



## FY 2020-21 THIRD QUARTER PERFORMANCE REPORTS

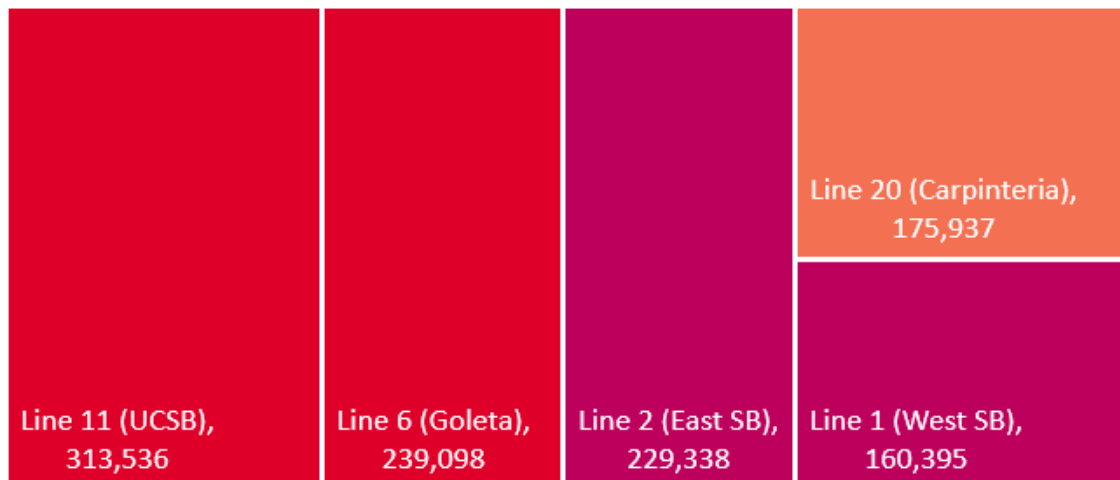
In the third quarter, revenue hours and miles were down as compared to the same period in FY 2019-20. Several lines were suspended in this time period, due to COVID-19 service reductions. With regards to the decrease in passengers per revenue hour and passengers per mile, this can be further accounted for by the combination of decreased ridership and restricted passenger capacity. 40' buses were limited to 12 passengers and 30' buses to 8 passengers from January until March 5<sup>th</sup> when they were increased to 15 passengers and 12 passengers, respectively.

Time Period	Total Passengers	Revenue Hours	Revenue Miles	Passengers per Revenue Hour	Passengers per Mile
FY 19-20 Q3	1,552,319	55,212	660,336	28.1	2.4
FY 20-21 Q3	570,893	42,589	517,490	13.4	1.1
FY 19-20 YTD	4,749,338	165,325	1,980,750	28.7	2.4
FY 20-21 YTD	1,694,204	128,777	1,565,328	13.2	1.1

The chart below shows the top 5 lines by ridership year-to-date in FY 20-21. The ridership on these lines (11, 6, 2, 1, and 20) comprises 66% of the quarter's total ridership.

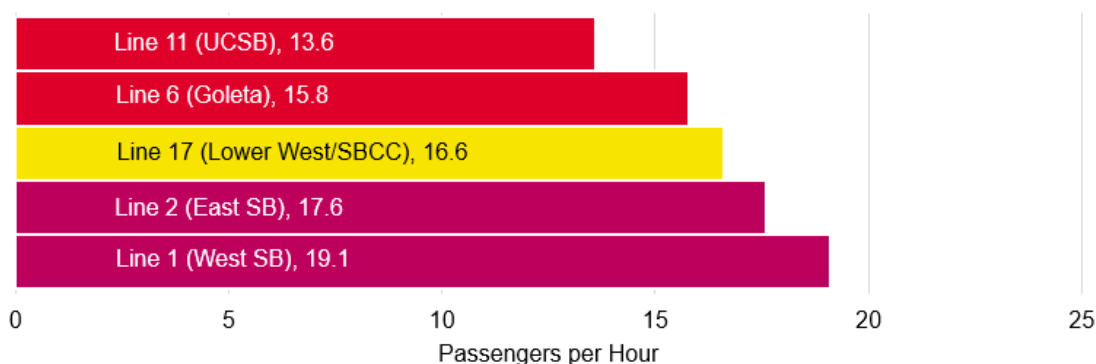
### Top 5 Lines by Ridership, Year-to-Date

- Line 11 (UCSB)
- Line 6 (Goleta)
- Line 2 (East SB)
- Line 20 (Carpinteria)
- Line 1 (West SB)



As stated above, the systemwide average of passengers per revenue hour for the quarter is at 13.4 passengers per hour. While this is much lower than pre-pandemic numbers, this number is trending upward each quarter—Q1 was 12.4 and Q2 was 13.2. The chart below shows the top 5 lines by passengers per hour in the third quarter, with the Line 1 (West Santa Barbara) coming in first with 19.1 passengers per hour, followed by Line 2 (17.6), Line 17 (16.6), Line 6 (15.8), and Line 11 (13.6). All 5 of these lines saw an increase in passengers per hour over the second quarter of FY 20-21.

## Top 5 Lines by Passengers per Hour



The Year-to-Date Numbers At-A-Glance below show the year-to-date number in first 3 quarters of FY 2020-21 over the same time period in FY 2019-20. Pre-COVID-19 impact, too full to board and at-capacity loads were up, but with the strict load limits, drivers are logging too full to board more often and have mostly dispensed with the at-capacity tracking. Despite nearly 65% less ridership year-to-date, wheelchair boardings and bicycles numbers as compared to the same quarter last year continue to track with disproportionate strength.

## Year-to-Date Numbers At-A-Glance

Total  
Ridership  
-64.3%

At-Capacity  
Loads  
-87.9%

Too Full to  
Board  
Loads  
+127.5%



8,520  
wheelchairs  
boarded  
-25.2%



61,799  
bicycles  
carried  
-3%

## Service Days and Student Ridership

As shown in the table below, the total number of service days in the third quarter of FY 2020-21 was the same as FY 2019-20, with all service day types being the same. UCSB and SBCC campuses remained closed to students for the entirety of the third quarter. K-12 school campuses reopened for in-person instruction for 4 days a week starting on Thursday, March 18<sup>th</sup>, 2021, but Spring Break also took place in that time, resulting in 4 total on-campus days for Junior Highs and High Schools in Q3. The paucity of in-person school days for this quarter makes it difficult to compare to prior years.

### MTD SERVICE CALENDAR DAYS

<u>SERVICE DAYS</u>	<u>FY 2021</u>		<u>FY 2020</u>		<u>Year to Date</u>
	<u>Q3</u>	<u>YTD</u>	<u>Q3</u>	<u>YTD</u>	<u>Change</u>
Weekdays	61	185	62	186	1
Saturdays	15	43	15	43	0
Sundays	14	44	14	44	0
<b>Total</b>	<b>90</b>	<b>272</b>	<b>91</b>	<b>273</b>	<b>1</b>

<u>SCHOOL DAYS</u>	<u>FY 2021</u>		<u>FY 2020</u>		<u>Year to Date</u>
	<u>Q3</u>	<u>YTD</u>	<u>Q3</u>	<u>YTD</u>	<u>Change</u>
SBCC	0	0	49	147	(147)
UCSB	0	0	55	170	(170)
Secondary	4	4	54	153	(149)

Due to the continued suspension of fare collection in the third quarter, there is no way to measure or estimate UCSB and SBCC student ridership. Generally, these students tap their student ID on the farebox, logging their ridership in the appropriate student category. With all riders being marked “free” on the farebox, these demographics were not captured in this quarter.

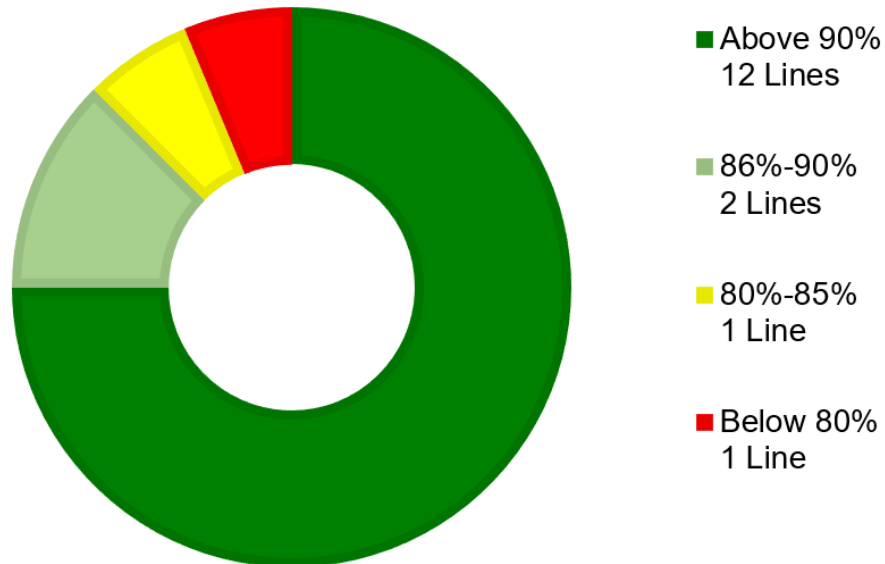
## On-Time Performance Indicators

Since the acquisition and installation of the Clever Devices AVL system, Planning staff has been refining the tools used to measure on-time performance. MTD’s standard is to aim for better than 80% on-time performance. “On-time” is defined as no more than 5 minutes late and no more than 1 minute early. Timeliness is tracked at scheduled timepoints on each line. The lines included in this assessment are all of MTD’s fixed-route lines in operation during the third quarter of FY 2020-21.

In the third quarter, only one line (Line 27) fell below the 80% mark. Variables that generally affect a line’s on-time performance include extended road construction projects,

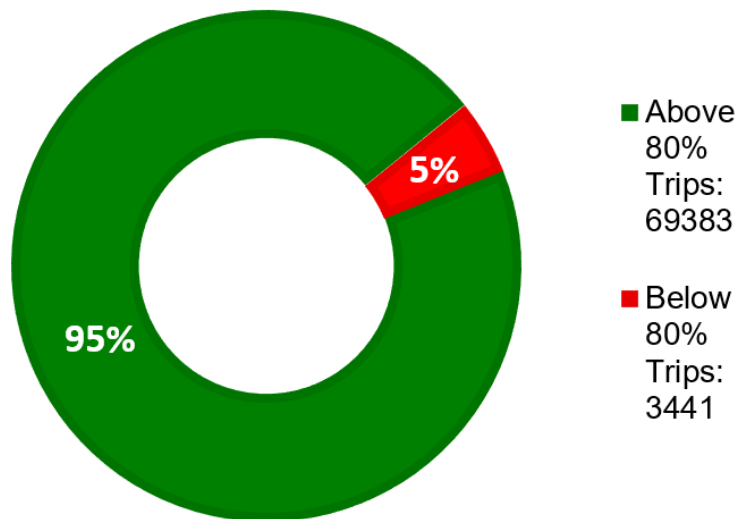
heavy congestion, and route detours lasting a number of days. This can vary based on time of day.

### FY 20-21 3RD QUARTER ON-TIME PERFORMANCE



When assessing the amount of service on a particular line, we can measure the number of trips that a given line takes in a quarter. The graphic below displays the amount of service provided by the lines hitting MTD's goal of 80% or higher for on-time service in the third quarter of FY 20-21.

### SYSTEMWIDE ON-TIME PERFORMANCE BY AMOUNT OF SERVICE ON LINES







## FY 2021 System Ridership Report for 3rd Quarter and for the Nine-Month Period Ending March 31, 2021

### Ridership by Fare Category (January 2021 – March 2021)

Fare Categories	Quarter			YTD		
	Jan 21 - Mar 21	Jan 20 - Mar 20	% Change	FY 2020 - 2021	FY2019 - 2020	% Change
General Fare	24	167,415	-100.0%	46	599,662	-100.0%
Transfers	121	88,721	-99.9%	490	317,258	-99.8%
Full Fare Prepaid <sup>1</sup>	48	209,858	-100.0%	183	761,763	-100.0%
Santa Barbara City College	67	147,835	-100.0%	210	459,224	-100.0%
Senior & Disabled Prepaid <sup>2</sup>	172	157,689	-99.9%	354	530,635	-99.9%
Shuttle	20	29,385	-99.9%	22	140,947	-100.0%
UC Santa Barbara	58	483,300	-100.0%	188	1,164,972	-100.0%
Youth Prepaid <sup>3</sup>	195	135,616	-99.9%	327	440,941	-99.9%
Free	570,000	75,835	651.6%	1,692,029	133,248	1169.8%
Special Pass Programs	31	10,986	-99.7%	115	35,917	-99.7%
Senior Cash	49	36,915	-99.9%	76	133,340	-99.9%
Persons with Disabilities Cash	105	4,696	-97.8%	158	17,802	-99.1%
Tokens	3	4,068	-99.9%	6	13,629	-100.0%
Total	570,893	1,552,319	-63.2%	1,694,204	4,749,338	-64.3%

<sup>1</sup> Includes adult 10-ride and unlimited 30-day Passport use.

<sup>2</sup> Includes seniors' and persons with disabilities' 10-ride and unlimited 30-day Passport use.

<sup>3</sup> Includes K-12 Youth 10-ride and unlimited 30-day Passport use.

Source: MTD Passdat Program, MTD Transit Development Department, Planning Section

### Revenue Hours and Revenue Miles (January 2021 – March 2021)

Metrics	Quarter			YTD		
	Jan 21 - Mar 21	Jan 20 - Mar 20	%Change	FY 2020 - 2021	FY2019 - 2020	% Change
Passengers	570,893	1,552,319	-63.2%	1,694,204	4,749,338	-64.3%
Revenue Hours	42,589	55,212	-22.9%	128,777	165,325	-22.1%
Passengers per Revenue Hour	13.4	28.1	-52.3%	13.2	28.7	-54.2%
Miles	517,490	660,336	-21.6%	1,565,328	1,980,750	-21.0%
Passengers per Mile	1.1	2.4	-53.1%	1.1	2.4	-54.9%

Source: MTD Passdat Program, MTD Transit Development Department, Planning Section

## MTD System Ridership (January 2021 – March 2021)

		Quarter			YTD		
	LINE	Jan 21 - Mar 21	Jan 20 - Mar 20	% Change	FY 2020 - 2021	FY2019 - 2020	% Change
1	West Santa Barbara	55,798	73,285	-23.9%	160,395	235,018	-31.8%
2	East Santa Barbara	79,657	112,517	-29.2%	229,338	362,507	-36.7%
3	Oak Park	24,514	42,250	-42.0%	71,659	141,190	-49.2%
4	Mesa / SBCC	13,335	28,190	-52.7%	41,206	95,385	-56.8%
5	Mesa / La Cumbre	14,476	28,795	-49.7%	43,342	93,184	-53.5%
6	Goleta	80,067	132,531	-39.6%	239,098	432,496	-44.7%
7	County Health / Fairview	38,198	63,377	-39.7%	114,100	208,816	-45.4%
10	Cathedral Oaks	-	4,538	-100.0%	-	14,592	-100.0%
11	UCSB	104,559	260,134	-59.8%	313,536	766,713	-59.1%
12x	Goleta Express	21,700	39,352	-44.9%	65,491	132,489	-50.6%
14	Montecito	11,561	15,442	-25.1%	35,662	52,467	-32.0%
15x	SBCC / UCSB Express	-	60,070	-100.0%	-	169,432	-100.0%
16	City College Shuttle	-	24,645	-100.0%	-	73,523	-100.0%
17	Lower West / SBCC	14,021	26,873	-47.8%	41,857	91,710	-54.4%
20	Carpinteria	56,887	82,449	-31.0%	175,937	272,488	-35.4%
23	Winchester Canyon	4,749	11,136	-57.4%	14,203	36,597	-61.2%
24x	UCSB Express	28,732	113,926	-74.8%	84,946	382,442	-77.8%
25	Elwood	8,548	14,009	-39.0%	25,650	49,019	-47.7%
27	Isla Vista Shuttle	13,494	94,997	-85.8%	37,187	225,880	-83.5%
28	UCSB Shuttle	-	186,312	-100.0%	-	438,362	-100.0%
36	Seaside Shuttle	-	11,993	-100.0%	-	45,414	-100.0%
37	Crosstown Shuttle	-	19,126	-100.0%	-	64,231	-100.0%
90	West Goleta Amtrak Shuttle	-	2,504	-100.0%	-	8,030	-100.0%
91	East Goleta Amtrak Shuttle	-	1,719	-100.0%	-	4,481	-100.0%
92	Santa Barbara Amtrak Shuttle	-	930	-100.0%	-	2,945	-100.0%
	Booster Services	597	62,151	-99.0%	597	175,581	-99.7%
	<b>System Subtotal</b>	<b>570,893</b>	<b>1,513,251</b>	<b>-62.3%</b>	<b>1,694,204</b>	<b>4,574,992</b>	<b>-63.0%</b>
	<i>Downtown Waterfront Shuttles</i>						
30	Downtown Shuttle	-	33,172	-100.0%	-	140,908	-100.0%
34	Waterfront Shuttle	-	5,896	-100.0%	-	33,438	-100.0%
	<i>Unknown</i>						
		-			-		
	<b>System Total</b>	<b>570,893</b>	<b>1,552,319</b>	<b>-63.2%</b>	<b>1,694,204</b>	<b>4,749,338</b>	<b>-64.3%</b>
	<i>Related Routes</i>						
	11, 24x, 27, 28 UCSB Lines	146,785	655,369	-77.6%	435,669	1,813,397	-76.0%
	1, 2, 37 East/West & Crosstown	135,455	204,928	-33.9%	389,733	661,756	-41.1%
	4, 5, 15x, 16, 17 Mesa Lines	41,832	168,573	-75.2%	126,405	523,234	-75.8%
	6, 11 State/Hollister	184,626	392,665	-53.0%	552,634	1,199,209	-53.9%

Source: MTD Passdat Program, MTD Transit Development Department, Planning Section

## MTD Passengers per Revenue Hour (January 2021 – March 2021)

		Quarter			YTD		
LINE		Jan 21 - Mar 21	Jan 20 - Mar 20	% Change	FY 2020 - 2021	FY2019 - 2020	% Change
1	West Santa Barbara	20.3	26.5	-23.5%	19.1	28.3	-32.4%
2	East Santa Barbara	18.6	26.1	-28.8%	17.6	28.0	-37.1%
3	Oak Park	10.4	17.7	-41.3%	10.0	19.7	-49.3%
4	Mesa / SBCC	12.0	25.1	-52.2%	12.2	28.1	-56.6%
5	Mesa / La Cumbre	8.3	16.3	-49.5%	8.2	17.6	-53.6%
6	Goleta	16.0	26.2	-38.7%	15.8	28.5	-44.4%
7	County Health / Fairview	10.2	16.6	-38.4%	10.1	18.3	-44.9%
10	Cathedral Oaks	-	10.6	-100.0%	-	11.4	-100.0%
11	UCSB	13.7	34.0	-59.8%	13.6	33.4	-59.3%
12x	Goleta Express	12.3	21.4	-42.6%	12.2	24.1	-49.2%
14	Montecito	9.3	12.2	-24.1%	9.5	13.9	-31.8%
15x	SBCC / UCSB Express	-	33.6	-100.0%	-	32.3	-100.0%
16	City College Shuttle	-	36.1	-100.0%	-	38.7	-100.0%
17	Lower West / SBCC	16.9	32.0	-47.2%	16.6	36.6	-54.6%
20	Carpinteria	12.3	18.0	-31.7%	12.6	19.9	-36.4%
23	Winchester Canyon	8.1	18.8	-56.8%	8.0	20.6	-61.1%
24x	UCSB Express	9.4	37.3	-74.9%	9.2	41.6	-78.0%
25	Elwood	12.7	20.6	-38.3%	12.6	24.0	-47.5%
27	Isla Vista Shuttle	12.4	51.7	-76.0%	11.3	46.3	-75.6%
28	UCSB Shuttle	-	83.0	-100.0%	-	72.0	-100.0%
36	Seaside Shuttle	-	11.4	-100.0%	-	14.4	-100.0%
37	Crosstown Shuttle	-	12.6	-100.0%	-	14.1	-100.0%
90	West Goleta Amtrak Shuttle	-	85.9	-100.0%	-	84.6	-100.0%
91	East Goleta Amtrak Shuttle	-	59.0	-100.0%	-	47.2	-100.0%
92	Santa Barbara Amtrak Shuttle	-	21.7	-100.0%	-	21.1	-100.0%
	Booster Services	9.1	88.0	-89.7%	9.1	90.5	-90.0%
System Subtotal		13.4	29.0	-53.8%	13.2	29.6	-55.5%
<i>Downtown Waterfront Shuttles</i>							
30	Downtown Shuttle	-	14.0	-100.0%	-	17.6	-100.0%
34	Waterfront Shuttle	-	7.9	-100.0%	-	12.3	-100.0%
<i>Unknown</i>							
		-	-	0.0%	-	-	0.0%
<b>System Total</b>		<b>13.4</b>	<b>28.1</b>	<b>-52.3%</b>	<b>13.2</b>	<b>28.7</b>	<b>-54.2%</b>
<i>Related Routes</i>							
11, 24x, 27, 28 UCSB Lines		12.4	44.3	-71.9%	11.7	33.1	-64.8%
1, 2, 37 East/West & Crosstown		19.2	23.8	-19.3%	16.4	26.2	-37.1%
4, 5, 15x, 16, 17 Mesa Lines		11.3	27.2	-58.4%	11.2	27.1	-58.8%
6, 11 State/Hollister		14.6	30.9	-52.7%	13.9	29.0	-52.2%

Source: MTD Passdat Program, MTD Transit Development Department, Planning Section

### MTD “At Capacity” Loads \* (January 2021 – March 2021)

		Quarter			YTD		
LINE		Jan 21 - Mar 21	Jan 20 - Mar 20	% Change	FY 2020 - 2021	FY2019 - 2020	% Change
1	West Santa Barbara	26	7	271.4%	39	33	18.2%
2	East Santa Barbara	54	27	100.0%	88	66	33.3%
3	Oak Park	6	27	-77.8%	6	48	-87.5%
4	Mesa / SBCC	1	-	100.0%	3	5	-40.0%
5	Mesa / La Cumbre	-	5	-100.0%	1	28	-96.4%
6	Goleta	23	35	-34.3%	57	125	-54.4%
7	County Health / Fairview	11	8	37.5%	18	19	-5.3%
10	Cathedral Oaks	-	-	0.0%	-	1	-100.0%
11	UCSB	20	189	-89.4%	62	440	-85.9%
12x	Goleta Express	5	7	-28.6%	11	25	-56.0%
14	Montecito	1	21	-95.2%	8	28	-71.4%
15x	SBCC / UCSB Express	-	70	-100.0%	-	165	-100.0%
16	City College Shuttle	-	26	-100.0%	-	36	-100.0%
17	Low er West / SBCC	8	2	300.0%	10	5	100.0%
20	Carpinteria	21	8	162.5%	45	95	-52.6%
23	Winchester Canyon	-	-	0.0%	-	5	-100.0%
24x	UCSB Express	1	60	-98.3%	2	195	-99.0%
25	Elw ood	-	1	-100.0%	-	5	-100.0%
27	Isla Vista Shuttle	2	258	-99.2%	5	572	-99.1%
28	UCSB Shuttle	-	342	-100.0%	-	487	-100.0%
36	Seaside Shuttle	-	-	0.0%	-	16	-100.0%
37	Crosstow n Shuttle	-	5	-100.0%	-	8	-100.0%
90	West Goleta Amtrak Shuttle	-	-	0.0%	-	-	0.0%
91	East Goleta Amtrak Shuttle	-	-	0.0%	-	-	0.0%
92	Santa Barbara Amtrak Shuttle	-	-	0.0%	-	-	0.0%
	Booster Services	-	141	-100.0%	-	464	-100.0%
System Subtotal		179	1,239	-85.6%	355	2,871	-87.6%
<i>Downtown Waterfront Shuttles</i>							
30	Dow ntow n Shuttle	-	7	-100.0%	-	45	-100.0%
34	Waterfront Shuttle	-	1	-100.0%	-	6	-100.0%
<i>Related Routes</i>							
11, 24x, 27, 28 UCSB Lines		23	849	-97.3%	69	1,694	-95.9%
1, 2, 37 East/West & Crosstow n		80	39	105.1%	127	107	18.7%
4, 5, 15x, 16, 17 Mesa Lines		9	103	-91.3%	14	239	-94.1%
6, 11 State/Hollister		43	224	-80.8%	119	565	-78.9%
<i>Unknown/Miscellaneous</i>							
		-	-	0.0%	-	1	-100.0%
System Total		179	1,247	-85.6%	355	2,923	-87.9%

\*Classified as a 30-foot vehicle with 10 or more standees, or a **40-foot vehicle with 20 or more**.  
Source: GFI Genfare, MTD Transit Development Department, Planning Section

## MTD “Too Full to Board” Loads \* (January 2021 – March 2021)

		Quarter			YTD		
LINE		Jan 21 - Mar 21	Jan 20 - Mar 20	% Change	FY 2020 - 2021	FY2019 - 2020	% Change
1	West Santa Barbara	332	30	1006.7%	576	32	1700.0%
2	East Santa Barbara	668	98	581.6%	1,403	115	1120.0%
3	Oak Park	299	28	967.9%	557	31	1696.8%
4	Mesa / SBCC	20	4	400.0%	38	4	850.0%
5	Mesa / La Cumbre	16	20	-20.0%	63	27	133.3%
6	Goleta	1,004	193	420.2%	2,173	227	857.3%
7	County Health / Fairview	104	35	197.1%	271	37	632.4%
10	Cathedral Oaks	-	2	-100.0%	-	12	-100.0%
11	UCSB	1,129	525	115.0%	2,605	918	183.8%
12x	Goleta Express	93	19	389.5%	166	69	140.6%
14	Montecito	38	16	137.5%	202	17	1088.2%
15x	SBCC / UCSB Express	-	104	-100.0%	-	243	-100.0%
16	City College Shuttle	-	2	-100.0%	-	15	-100.0%
17	Lower West / SBCC	22	6	266.7%	42	8	425.0%
20	Carpinteria	601	146	311.6%	1,543	156	889.1%
23	Winchester Canyon	3	1	200.0%	18	7	157.1%
24x	UCSB Express	54	124	-56.5%	87	520	-83.3%
25	Elwood	12	2	500.0%	25	3	733.3%
27	Isla Vista Shuttle	121	229	-47.2%	171	637	-73.2%
28	UCSB Shuttle	-	559	-100.0%	-	943	-100.0%
36	Seaside Shuttle	-	-	0.0%	-	5	-100.0%
37	Crosstown Shuttle	-	8	-100.0%	-	9	-100.0%
90	West Goleta Amtrak Shuttle	-	-	0.0%	-	-	0.0%
91	East Goleta Amtrak Shuttle	-	1	-100.0%	-	1	-100.0%
92	Santa Barbara Amtrak Shuttle	-	-	0.0%	-	-	0.0%
	Booster Services	2	37	-94.6%	2	198	-99.0%
System Subtotal		4,518	2,189	106.4%	9,942	4,234	134.8%
<i>Downtown Waterfront Shuttles</i>							
30	Downtown Shuttle	-	54	-100.0%	-	125	-100.0%
34	Waterfront Shuttle	-	3	-100.0%	-	8	-100.0%
<i>Related Routes</i>							
11, 24x, 27, 28 UCSB Lines		1,304	1,437	-9.3%	2,863	3,018	-5.1%
1, 2, 37 East/West & Crosstown		1,000	136	635.3%	1,979	156	1168.6%
4, 5, 15x, 16, 17 Mesa Lines		58	136	-57.4%	143	297	-51.9%
6, 11 State/Hollister		2,133	718	197.1%	4,778	1,145	317.3%
<i>Unknown/Miscellaneous</i>							
		-	-	0.0%	-	3	-100.0%
System Total		4,518	2,246	101.2%	9,942	4,370	127.5%

\* Indicates that passengers were refused service because a vehicle was too full to safely board.

Source: GFI Genfare, MTD Transit Development Department, Planning Section

## MTD Bicycles Carried (January 2021 – March 2021)

		Quarter			YTD		
LINE		Jan 21 - Mar 21	Jan 20 - Mar 20	% Change	FY 2020 - 2021	FY2019 - 2020	% Change
1	West Santa Barbara	617	448	37.7%	1,827	1,426	28.1%
2	East Santa Barbara	1,598	1,344	18.9%	4,643	3,852	20.5%
3	Oak Park	14	248	-94.4%	437	884	-50.6%
4	Mesa / SBCC	256	334	-23.4%	1,010	993	1.7%
5	Mesa / La Cumbre	432	619	-30.2%	1,451	1,673	-13.3%
6	Goleta	3,392	2,530	34.1%	10,663	8,668	23.0%
7	County Health / Fairview	1,384	1,322	4.7%	4,277	4,165	2.7%
10	Cathedral Oaks	-	47	-100.0%	-	303	-100.0%
11	UCSB	4,706	4,447	5.8%	14,871	14,131	5.2%
12x	Goleta Express	1,512	1,195	26.5%	4,730	4,178	13.2%
14	Montecito	336	153	119.6%	1,074	662	62.2%
15x	SBCC / UCSB Express	1	898	-99.9%	1	2,392	-100.0%
16	City College Shuttle	-	186	-100.0%	1	537	-99.8%
17	Lower West / SBCC	226	169	33.7%	698	631	10.6%
20	Carpinteria	2,140	2,065	3.6%	7,288	6,192	17.7%
23	Winchester Canyon	162	172	-5.8%	553	559	-1.1%
24x	UCSB Express	2,260	2,242	0.8%	6,748	7,198	-6.3%
25	Elwood	191	180	6.1%	841	857	-1.9%
27	Isla Vista Shuttle	297	480	-38.1%	684	1,367	-50.0%
28	UCSB Shuttle	-	1,059	-100.0%	-	2,769	-100.0%
36	Seaside Shuttle	-	1	-100.0%	-	4	-100.0%
37	Crosstown Shuttle	-	2	-100.0%	-	7	-100.0%
90	West Goleta Amtrak Shuttle	-	1	-100.0%	-	15	-100.0%
91	East Goleta Amtrak Shuttle	-	30	-100.0%	-	36	-100.0%
92	Santa Barbara Amtrak Shuttle	-	1	-100.0%	-	3	-100.0%
	Booster Services	-	65	-100.0%	-	195	-100.0%
System Subtotal		19,524	20,238	-3.5%	61,797	63,697	-3.0%
<i>Downtown Waterfront Shuttles</i>							
30	Downtown Shuttle	-	1	-100.0%	-	-	0.0%
34	Waterfront Shuttle	-	2	-100.0%	-	2	-100.0%
<i>Related Routes</i>							
11, 24x, 27, 28 UCSB Lines		7,263	8,228	-11.7%	22,303	25,465	-12.4%
1, 2, 37 East/West & Crosstown		2,215	1,794	23.5%	6,470	5,285	22.4%
4, 5, 15x, 16, 17 Mesa Lines		915	2,206	-58.5%	3,161	6,226	-49.2%
6, 11 State/Hollister		8,098	6,977	16.1%	25,534	22,799	12.0%
<i>Unknown/Miscellaneous</i>							
		-	-	0.0%	2	6	-66.7%
System Total		19,524	20,241	-3.5%	61,799	63,705	-3.0%

<sup>1</sup> MTD electric shuttles cannot carry bicycles.

Source: GFI Genfare, MTD Transit Development Department, Planning Section



### MTD Wheelchairs Boarded (January 2021 – March 2021)

		Quarter			YTD		
LINE		Jan 21 - Mar 21	Jan 20 - Mar 20	% Change	FY 2020 - 2021	FY2019 - 2020	% Change
1	West Santa Barbara	209	276	-24.3%	722	1,046	-31.0%
2	East Santa Barbara	617	355	73.8%	1,947	1,204	61.7%
3	Oak Park	122	129	-5.4%	403	522	-22.8%
4	Mesa / SBCC	22	71	-69.0%	97	172	-43.6%
5	Mesa / La Cumbre	21	86	-75.6%	82	456	-82.0%
6	Goleta	340	382	-11.0%	1,103	1,324	-16.7%
7	County Health / Fairview	260	409	-36.4%	966	1,427	-32.3%
10	Cathedral Oaks	-	1	-100.0%	-	26	-100.0%
11	UCSB	486	488	-0.4%	1,455	1,646	-11.6%
12x	Goleta Express	53	148	-64.2%	243	501	-51.5%
14	Montecito	23	43	-46.5%	106	111	-4.5%
15x	SBCC / UCSB Express	-	2	-100.0%	-	8	-100.0%
16	City College Shuttle	-	115	-100.0%	-	311	-100.0%
17	Lower West / SBCC	10	64	-84.4%	48	170	-71.8%
20	Carpinteria	265	426	-37.8%	1,030	1,219	-15.5%
23	Winchester Canyon	7	4	75.0%	10	21	-52.4%
24x	UCSB Express	55	105	-47.6%	220	362	-39.2%
25	Elwood	17	11	54.5%	46	62	-25.8%
27	Isla Vista Shuttle	17	7	142.9%	42	27	55.6%
28	UCSB Shuttle	-	10	-100.0%	-	27	-100.0%
36	Seaside Shuttle	-	9	-100.0%	-	25	-100.0%
37	Crosstown Shuttle	-	24	-100.0%	-	111	-100.0%
90	West Goleta Amtrak Shuttle	-	-	0.0%	-	-	0.0%
91	East Goleta Amtrak Shuttle	-	-	0.0%	-	-	0.0%
92	Santa Barbara Amtrak Shuttle	-	-	0.0%	-	2	-100.0%
	Booster Services	-	-	0.0%	-	1	-100.0%
System Subtotal		2,524	3,165	-20.3%	8,520	10,781	-21.0%
<i>Downtown Waterfront Shuttles</i>							
30	Downtown Shuttle	-	160	-100.0%	-	515	-100.0%
34	Waterfront Shuttle	-	15	-100.0%	-	89	-100.0%
<i>Related Routes</i>							
11, 24x, 27, 28 UCSB Lines		558	610	-8.5%	1,717	2,062	-16.7%
1, 2, 37 East/West & Crosstown		826	655	26.1%	2,669	2,361	13.0%
4, 5, 15x, 16, 17 Mesa Lines		53	338	-84.3%	227	1,117	-79.7%
6, 11 State/Hollister		826	870	-5.1%	2,558	2,970	-13.9%
<i>Unknown/Miscellaneous</i>							
		-	-	0.0%	-	3	-100.0%
System Total		2,524	3,340	-24.4%	8,520	11,388	-25.2%

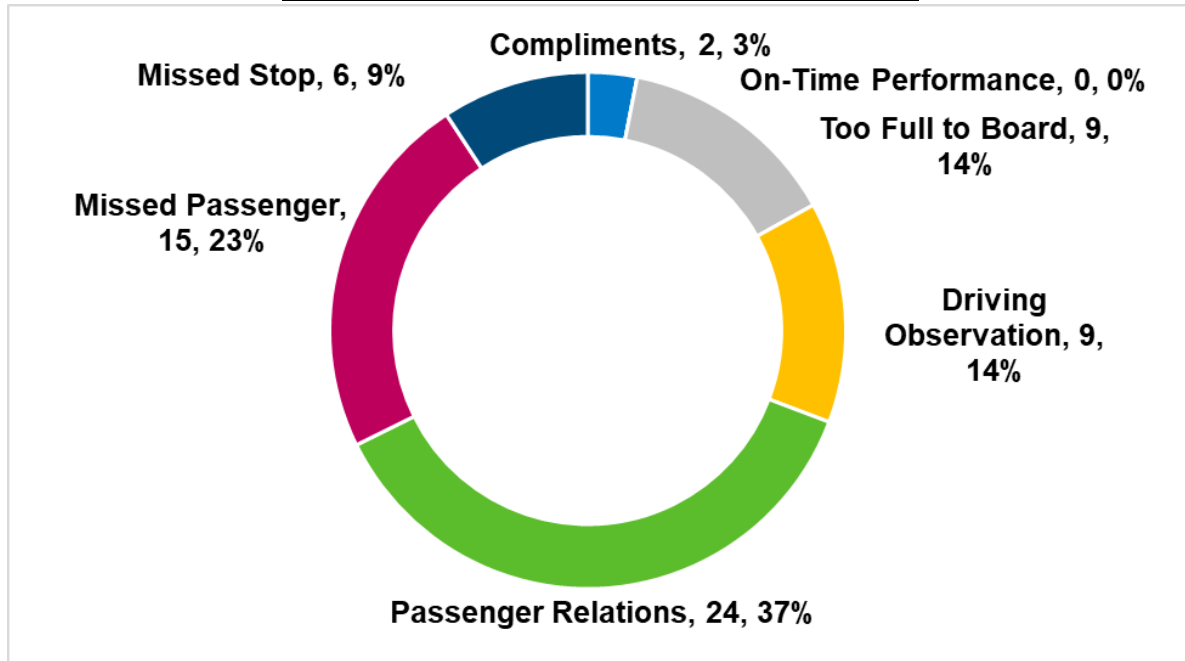
Source: GFI Genfare, MTD Transit Development Department, Planning Section



## FY 2020-21 THIRD QUARTER PERFORMANCE REPORTS

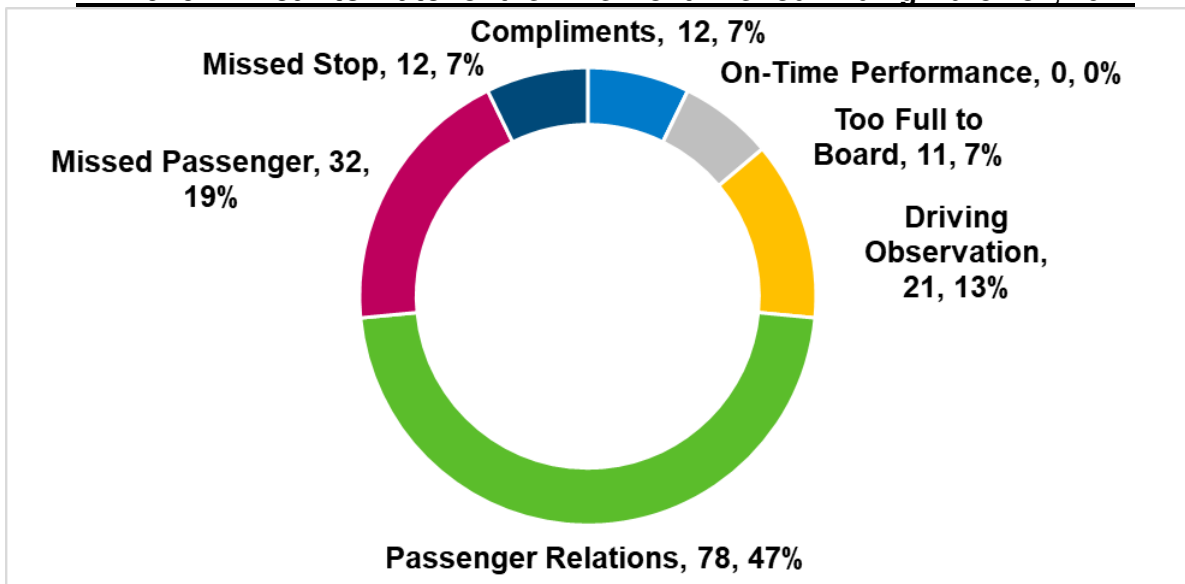
# Customer Service Report

### Third Quarter Customer Service Statistics

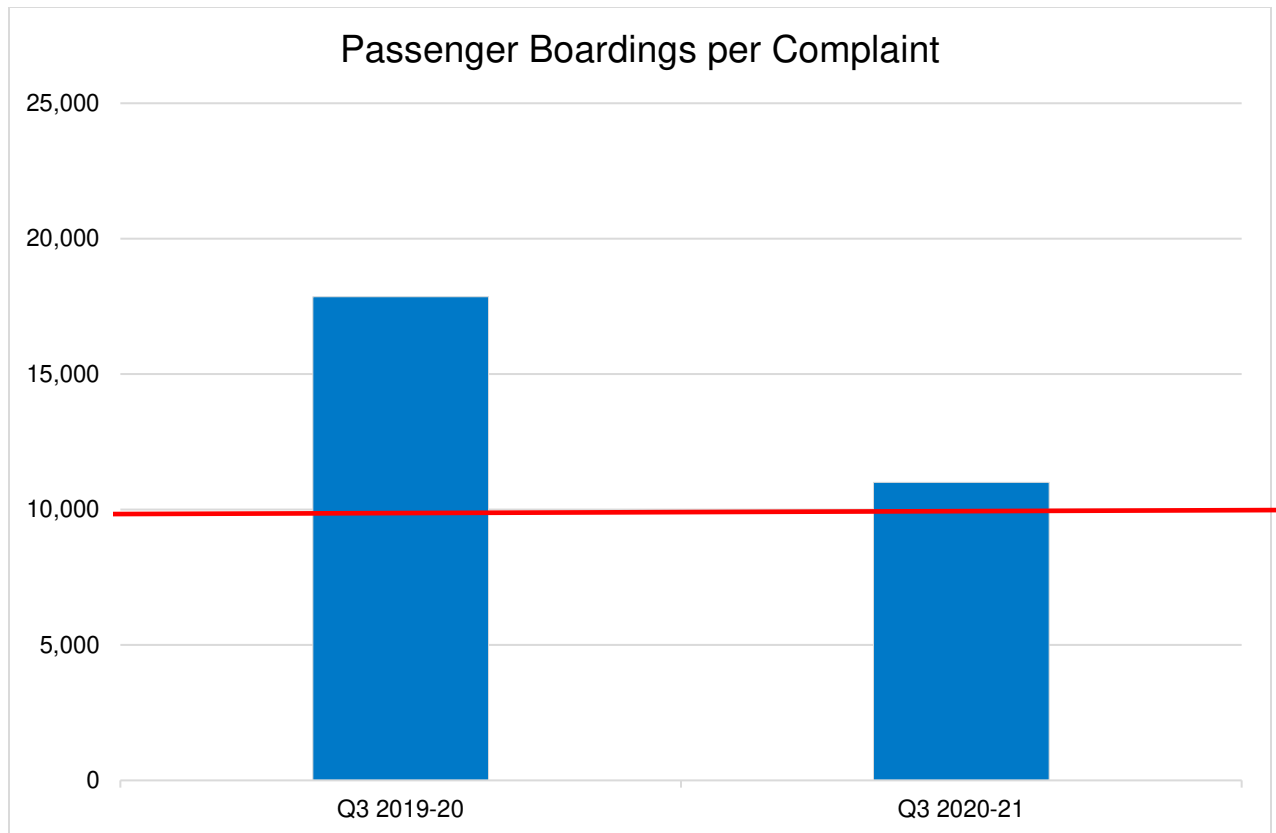


**MTD Performance Standard:** Passenger complaints shall average no more than 1 complaint per 10,000 MTD passenger boardings.

### FY 2020-21 Year-to-Date for the Nine Month Period Ending March 31, 2021



**Compliments:** Documented praise of MTD Employee's action; **On-Time Performance:** Complaints about buses running late; **Too Full to Board:** Complaints from passengers that could not board the bus; **Driving Observations:** Concerns regarding driving safety; **Passenger Relations:** Perceived negative treatment of passengers by an MTD Employee; **Missed Passengers:** Complaints that passengers were passed up at MTD authorized stops; **Missed Stop:** Complaint from passenger on board a bus where the driver did not stop at requested stop.



**3<sup>rd</sup> Quarter  
Compliments  
& Complaints**



2 Compliments



63 Complaints

**FY 2020-21 YTD  
Compliments  
& Complaints**



12 Compliments



154 Complaints



FY 2020-21 THIRD QUARTER PERFORMANCE REPORTS

# Fleet Maintenance Report

For the Nine-Month Period Ending March 31, 2021

Fleet	FY 2021 Q3 Totals							FY 2020 Q3 Totals							Change	
	Miles	MPG	Fuel/Oil	Parts	Labor	Parts & Labor	Total Cost per Mile	Miles	MPG	Fuel/Oil	Parts	Labor	Parts & Labor	Total Cost per Mile	Total Cost per Mile	
Gillig 40'	485,796	4.80	\$186,873	\$175,908	\$95,749	\$271,657	\$0.94	568,795	4.61	\$299,449	\$135,811	\$93,325	\$229,137	\$0.93	\$0.01	1.6%
Gillig 29'	15,080	4.00	\$7,163	\$18,281	\$8,545	\$26,826	\$2.25	65,826	4.70	\$34,115	\$15,789	\$13,476	\$29,265	\$0.96	\$1.29	134.1%
Nova Articulated	41	0.11	\$612	\$0	\$65	\$65	\$16.52	14,172	2.86	\$12,344	\$3,811	\$4,107	\$7,918	\$1.43	\$15.09	1055.1%
<b>Diesel Fleet:</b>	<u>500,917</u>	<u>2.97</u>	<u>\$194,648</u>	<u>\$194,189</u>	<u>\$104,359</u>	<u>\$298,548</u>	<u>\$0.98</u>	<u>648,793</u>	<u>4.06</u>	<u>\$345,908</u>	<u>\$155,411</u>	<u>\$110,908</u>	<u>\$266,319</u>	<u>\$0.94</u>	<u>\$0.04</u>	<u>4.3%</u>
Fleet	FY 2021 Q3 Totals							FY 2020 Q3 Totals							Change	
	Miles	MPG	Fuel/Oil	Parts	Labor	Labor & Parts	Total Cost per Mile	Miles	MPG	Fuel/Oil	Parts	Labor	Labor & Parts	Total Cost per Mile	Total Cost per Mile	
Gillig 29' Hybrid	1,508	3.49	\$806	\$801	\$1,686	\$2,487	\$2.18	19,083	5.13	\$8,707	\$1,183	\$2,501	\$3,684	\$0.65	\$1.53	236.3%
Gillig 40' Hybrid	68,469	4.81	\$25,309	\$42,321	\$17,753	\$60,074	\$1.25	52,547	4.63	\$27,686	\$12,796	\$14,757	\$27,553	\$1.05	\$0.20	18.6%
<b>Hybrid Fleet:</b>	<u>69,977</u>	<u>4.15</u>	<u>\$26,115</u>	<u>\$43,122</u>	<u>\$19,438</u>	<u>\$62,560</u>	<u>\$1.27</u>	<u>71,630</u>	<u>4.88</u>	<u>\$36,393</u>	<u>\$13,979</u>	<u>\$17,258</u>	<u>\$31,237</u>	<u>\$0.94</u>	<u>\$0.32</u>	<u>34.2%</u>
Fleet	FY 2021 Q3 Totals							FY 2020 Q3 Totals							Change	
	Miles	MPKW	Elec Cost	Parts	Labor	Parts & Labor	Total Cost per Mile	Miles	MPKW	Elec Cost	Parts	Labor	Parts & Labor	Total Cost per Mile	Total Cost per Mile	
BYD EV's	23,075	0.61	\$7,958	\$2,023	\$6,710	\$8,733	\$0.72	46,002	0.71	\$23,179	\$1,120	\$6,904	\$8,024	\$0.68	\$0.05	6.6%
<b>Electric Fleet:</b>	<u>23,075</u>	<u>0.61</u>	<u>\$7,958</u>	<u>\$2,023</u>	<u>\$6,710</u>	<u>\$8,733</u>	<u>\$0.72</u>	<u>46,002</u>	<u>0.71</u>	<u>\$23,179</u>	<u>\$1,120</u>	<u>\$6,904</u>	<u>\$8,024</u>	<u>\$0.68</u>	<u>\$0.05</u>	<u>6.6%</u>
<b>Totals:</b>	<u>593,969</u>		<u>\$228,721</u>	<u>\$239,335</u>	<u>\$130,507</u>	<u>\$369,842</u>	<u>\$1.01</u>	<u>766,425</u>		<u>\$405,480</u>	<u>\$170,510</u>	<u>\$135,070</u>	<u>\$305,580</u>	<u>\$0.93</u>	<u>\$0.08</u>	<u>8.6%</u>



<b>FY 2020-21 THIRD QUARTER PERFORMANCE REPORTS</b>
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## Road Calls Report

**FY 2021 National Transit Database Road Calls ("Mechanical System Failures")  
For the Nine-Month Period Ending March 31, 2021**

<b>Fleet Category</b>	<b>All Reportable Mechanical System Failures</b>	<b>Fiscal YTD Miles</b>	<b>Miles Between All Reportable Mechanical System Failures</b>
Electric Vehicles (BYD's 30-43)	1	23,075	23,075
400 Gilligs (Units 434-450)	6	89,678	14,946
600 Gilligs (Units 600-652)	33	396,118	12,004
700 Gilligs (Units 700-713)	7	15,080	2,154
700 Gillig Hybrids (Units 715-717)	0	1,508	N/A
900 Gillig Hybrids (Units 900-915)	6	68,469	11,412
1000 Novas (Units 1001-1003)	0	41	N/A
<b>System Total Excluding EVs</b>	52	570,894	10,979
<b>System Total All Vehicles</b>	53	593,969	11,207



<b>FY 2020-21 THIRD QUARTER PERFORMANCE REPORTS</b>
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## **Liability Report**

**Reportable to National Transit Database  
For the Nine-Month Period Ending March 31, 2021**

<b>Fiscal Year End June 30</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
1st Quarter: July - September	0	1	0	1	1
2nd Quarter: October - December	0	2	0	4	1
3rd Quarter: January – March	1	0	0	1	0
Fiscal Year to Date:	1	3	0	6	2

The NTD defines a Reportable Event (Major Incident) as a safety or security event occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle meeting the following criteria:

- An evacuation for life safety reasons
- Estimated property damage equal to or exceeding \$25,000
- Fatality confirmed within 30 days
- Immediate transport away from the scene for medical attention, except illnesses requiring transport for medical attention
- Collisions involving transit vehicles that require towing away of a transit roadway vehicle or other non-transit roadway vehicle

## **Workers' Compensation Claims Report**

<b>Fiscal Year End June 30</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
1st Quarter: July - September	0	0	4	3	4
2nd Quarter: October - December	1	6	6	6	6
3rd Quarter: January – March	3	0	6	8	7
Fiscal Year to Date:	4	6	16	17	17





<b>FY 2020-21 THIRD QUARTER PERFORMANCE REPORTS</b>
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## **Transit Finance Compliance Report**

### **For the Nine-Month Period Ending March 31, 2021**

As a recipient of Federal funds from the Federal Transit Administration (FTA), the Santa Barbara Metropolitan Transit District (MTD) is subject to a number of rules and regulations and reporting requirements. This report describes actions taken between January 1 and March 31, 2021, to address these requirements.

#### **MTD Compliance Actions**

Submitted MTD monthly National Transit Database Safety and Security reports to the Federal Transit Administration (FTA).

Submitted MTD monthly National Transit Database Ridership reports to FTA.

Submitted revised FY 2020 National Transit Database Annual Report.

Submitted quarterly Milestone Progress Reports and Federal Financial Reports for MTD's FTA grants.

Submitted calendar year 2020 Safety & Security data CEO certification to the FTA, as required.

Submitted calendar year 2020 Drug & Alcohol Management Information System data to the FTA, as required.

Submitted competitive grant application to the FTA for FFY 2021 Section 5339(c) Low or No Emission Grant Program.

Submitted California State of Good Repair application and expenditure report.

Continued preparation for MTD's FTA Triennial Review, to take place in May.

Continued to monitor all FTA compliance areas and ensure that MTD is in compliance, including the Americans with Disabilities Act (ADA) complementary paratransit service operated by Easy Lift Transportation for MTD. (MTD is responsible for this service, and must ensure that it complies with all FTA requirements.)

**JENNIFER LEMBERGER**  
BOARD DIRECTOR

**VACANT**  
BOARD DIRECTOR

**BILL SHELOR**  
SECRETARY

**DAVE DAVIS**  
CHAIR

**DAVE TABOR**  
VICE CHAIR

**CHUCK MCQUARY**  
BOARD DIRECTOR

**PAULA PEROTTE**  
BOARD DIRECTOR

**JERRY ESTRADA**  
GENERAL MANAGER

**CHRISTINA PERRY**  
ADMINISTRATIVE ASSISTANT  
(CLERK OF THE BOARD)

**RENEE KEEFOVER**  
ADMINISTRATIVE ASSISTANT

**BRAD DAVIS**  
DIRECTOR OF FINANCE &  
ADMINISTRATION  
\*PROCUREMENT OFFICER

**THAIS SAYAT**  
FINANCE MANAGER

**CHERIE ALVAREZ**  
ASSISTANT  
FINANCE MANAGER

**DIANA FLORES**  
ACCOUNTING ASSISTANT

**THOMAS COLEMAN**  
ACCOUNTING ASSISTANT

**VALERIE WHITE**  
PURCHASING  
AGENT

**JUAN PEREZ**  
FARE REVENUE COLLECTION  
TECHNICIAN - LEAD

**JOSH MARTINEZ**  
FARE REVENUE COLLECTION  
TECHNICIAN

**TOM SHELTON**  
IT MANAGER

**PABLO ZUNIGA**  
IT SUPPORT TECHNICIAN

**MARY GREGG**  
INTERIM CHIEF OPERATING OFFICER  
\*CHIEF SAFETY OFFICER/EEO OFFICER

**NOLAN ROBERTSON**  
FLEET & FACILITIES MANAGER

**MIKE CARDONA**  
SUPERINTENDENT  
OF MAINTENANCE

**RODGER STEVENS**  
FLEET MAINTENANCE  
SUPERVISOR

**MECHANICS - 12**  
**UTILITY - 13**

**STEVE HAHN**  
ASSISTANT SUPERINTENDENT  
OF MAINTENANCE

**JOHN HERRERA**  
PARTS CLERK

**DAVID MYERS**  
MAINTENANCE DATA  
ANALYST

**FRANK REYNOSO**  
FACILITIES SPECIALIST

**BILL MORRIS**  
OPERATIONS MANAGER  
\*D&A - DESIGNATED EMPLOYEE REP

**DAVE MORSE**  
SUPERINTENDENT  
OF OPERATIONS

**MANNY CASTANON**  
SAFETY & TRAINING  
ADMINISTRATOR

**TONY MENDIBLES**  
ASSISTANT SAFETY & TRAINING  
ADMINISTRATOR

**OPERATIONS  
SUPERVISORS - 13**  
**DRIVERS - 150**

**HOLD**  
DIRECTOR OF HUMAN RESOURCES & RISK

**ELSA PEREZ**  
SENIOR HR ANALYST

**VACANT**  
HR GENERALIST

**RAFAEL CORTEZ**  
RISK ADMINISTRATOR

**RYAN GRIPP**  
CAPITAL PROJECTS MANAGER

**STEVE MAAS**  
GRANTS & COMPLIANCE  
MANAGER  
\*DBELO OFFICER

**HILLARY BLACKERBY**  
PLANNING & MARKETING  
MANAGER

**MARK CLYDE**  
TRANSIT PLANNER

**JENNIFER TANNER**  
ROUTE SCHEDULER

**ALLISON HALL**  
MARKETING & COMMUNICATIONS  
COORDINATOR

**BOB OLIVERA**  
BUS STOP MAINTENANCE  
SPECIALIST

**LILLY GOMEZ**  
MARKETING & COMMUNITY  
RELATIONS COORDINATOR

**JOSE BAUTISTA**  
PT - ADVERTISING INSTALLER

**CUSTOMER SERVICE  
REPRESENTATIVES**

# SANTA BARBARA MTD ORGANIZATIONAL CHART

\*Designated Roles Report directly  
to General Manager

Updated: 5/24/2021

To: MTD Board of Directors  
From: Jerry Estrada, General Manager  
Date: June 1, 2021  
Subject: General Manager's Report

## **Operations**

Our quarterly Verification of Transit Training (VTT) classes started this week for all bus operators. The State of California requires eight hours of annual training to have a commercial driver's license, with passenger endorsement. These sessions include the required FTA Prohibited Drug Awareness Program Training.

Staff is meeting with personnel from Southern California Edison (SCE), Stantec, Black and Veatch, ChargePoint, and Certified Environmental Consultants on May 27 to formally kick-off MTD's heavy-duty charging infrastructure and charger installation project with the full project team. During the meeting, we will be reviewing the preliminary designs developed by SCE's design consultant, Black and Veatch and MTD's design consultant, Stantec. The team will also discuss soil remediation and the project schedule.

On May 26, staff had a conference call with New Flyer's electronics team to finalize the specifications for the auxiliary electronic equipment included with the New Flyer battery-electric bus build. The equipment includes the farebox, Clever Devices AVL/ITS, surveillance system, radio, and data recorder.

New Flyer will submit a voucher request on behalf of MTD for the California Air Resources Board's (CARB) Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) when the program opens at 10 a.m. on June 8. If received, the voucher will provide up to \$138,000 toward the acquisition of one of the New Flyer battery-electric buses.

Staff received notification from the San Joaquin Valley Air Pollution Control District that MTD's three VW Mitigation Trust grant applications will be awarded up to \$180,000 for three of the New Flyer battery-electric buses. Staff is in the process of reviewing the grant agreement.

Staff is working with California Energy Commission (CEC) personnel to prepare MTD's Blueprint Grant project for review and consideration for approval at the CEC Business Meeting on August 11. If approved, staff would be able to move forward with crafting a comprehensive plan for developing a microgrid at MTD's Terminal 1 facility.

## **Administration**

Allison Hall joined the MTD Marketing team as Marketing and Communications Coordinator. Allison holds a bachelor's degree in Film and Media Studies from Whitman College. Her background is in commercial videography, marketing and public relations. Before her role at Santa Barbara MTD, she created digital content for organizations such as Seattle Children's Research Institute and the French Consulate of Seattle. Allison will be responsible for MTD's social media,

graphic design, and other communications work. We are excited to welcome Allison to the MTD team.

MTD's FY 2021 FTA Section 5307 operating assistance award was certified by the Department of Labor, which is a required step prior to execution of the award. As is the case this year, these funds are typically available late in the fiscal year. Staff is preparing additional FTA awards, including Section 5339(a) formula capital funds for the Fleet Renewal Campaign, and COVID-19 pandemic relief funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and the American Rescue Plan Act (ARPA).

Following the reintroduction of fare collection on May 10, staff has restarted the City of Santa Barbara MyRide pass program. Under the MyRide program, the City pays the fare for City employees who ride MTD buses.

MTD's Risk Administrator, Rafael Cortez, attended the 15<sup>th</sup> Annual FTA Drug and Alcohol Program National Conference May 11 - May 14, 2021. The conference was cancelled last year due to the pandemic, and this year was held as a virtual event. The event is free to attendees every year, and provides a background on Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operators (49 CFR Part 655) and Procedures for Transportation Workplace Drug and Alcohol Testing Programs (49 CFR Part 40). Mr. Cortez attended training sessions for Drug and Alcohol Program Manager (DAPM) and various other sessions focused on running a compliant drug and alcohol program.

Human Resources has completed several interviews over the past two weeks for candidates for the position of Bus Operator. Five candidates will move forward with offers of employment, and interviews for other candidates are being scheduled weekly. Focused recruiting efforts among several social media outlets, job search engine sites, and networking through HR channels has seen positive results with an increase in applications. Further marketing will begin soon through radio outlets, and HR is working with the Marketing Department to create a refreshed marketing campaign to be placed on and in our buses, to include Bus Operator and other open positions.